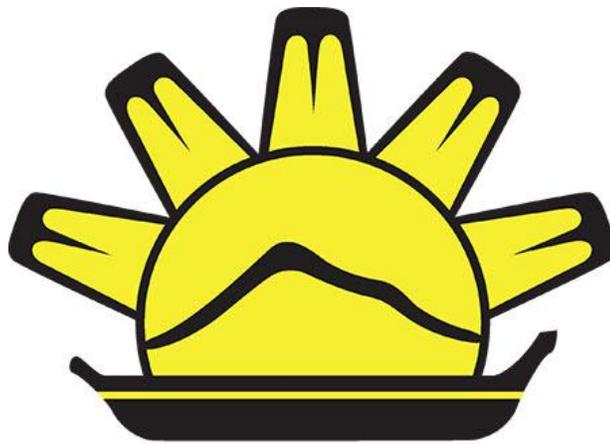


Statement of Policy and Procedure	
BCR #	2016/17-054
File Reference #	FAL-016
Issue/Effective Date	November 22, 2016

**Malahat Nation**

## **Emergencies Policy**

**Approved by Council on November 22, 2016**



# **Malahat**

## **1. Policy**

An Emergency Plan addressing the key risks facing Malahat Nation will be documented, updated on an annual basis and communicated to all affected persons.

## **2. Purpose**

The purpose of this policy is to provide guidance on preparing for emergencies through a documented Emergency Plan designed to meet the size, risk and impact of potential emergencies that could affect Malahat Nation and its finances.

## **3. Scope**

This policy applies to Malahat Nation council, committee members, staff and Malahat Nation members.

## **4. Responsibilities**

(1) Council is responsible for:

(a) Approving the Emergency Plan.

(2) The Chief Executive Officer or delegate is responsible for:

(a) Ensuring that an Emergency Plan is prepared and approved;

(b) Ensuring that the Emergency Plan is communicated to the affected Nation staff and members as part of its implementation along with any necessary training;

(c) Updating the Emergency Plan on an annual basis.

(3) The Health and Safety Committee or delegate is responsible for:

(a) Preparing the Emergency Plan.

## **5. Procedures**

### ***Analyze the current situation***

(1) The Health and Safety Committee or delegate will conduct a risk assessment to identify all risks that could have an impact on the operations and finances of Malahat Nation, including potential threats such as fires, natural disasters, and environmental risks.

(2) For each of the risks identified, the Health and Safety Committee or delegate should determine the likelihood of the threat occurring and the potential impact Malahat Nation's operations.

### ***Develop the emergency plan***

- (1) The Chief Executive Officer, with input from outside expertise as required, and the Health and Safety Committee, will determine which risks will be addressed in the business continuity plan.
- (2) Areas which should be examined and examples of issues to address for each risk include the following:
  - (a) Buildings and sites
  - (b) Critical equipment
  - (c) Information Technology
  - (d) People

### ***Implement the plan***

- (1) The Chief Executive Officer or delegate will develop a communication strategy to ensure all affected staff and Malahat Nation members have access to the Emergency Plan.
- (2) The Emergency Plan will be tested by the Health and Safety Committee or delegate. Testing could include mock disaster exercises, communication and off site computing tests, fire drills, etc.

### ***Annual review***

- (1) On an annual basis the Health and Safety Committee or delegate will review the Emergency Plan to ensure it remains relevant and up to date.
- (2) Significant changes to the plan will be approved by Council.

## **6. References and Related Authorities**

- (1) FMB's Financial Management System Standards
  - (a) Standard 19.5 Emergencies

## **7. Attachments**

None