

CATEGORY: Emergency Management Planning Policies and Procedures

SUBJECT: Disaster Recovery

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DATE: September 2016

REVIEWED: August 2026

PURPOSE

The purpose of this policy is to establish a framework for emergency preparedness, response, and disaster recovery to:

- protect the health and safety of employees, volunteers, contractors, visitors, children and the public;
- protect CICC property, information, and critical business systems;
- minimize operational disruption resulting from emergencies or disasters; and
- support the timely restoration of services and normal operations following an emergency.

SCOPE

This policy applies to all employees, volunteers, contractors, subcontractors, students, acting on behalf of CICC.

POLICY

CICC is committed to maintaining an effective emergency management program that protects people, property, information, and essential services.

CICC shall:

1. Protect the health and safety of employees, volunteers, contractors, visitors, children and the public during emergencies.
2. Establish and maintain emergency preparedness, response, and disaster recovery procedures appropriate to its operations as a tenant.
3. Comply with the emergency procedures established for the building by the property owner or landlord and ensure employees are familiar with those procedures.
4. Provide employees with appropriate emergency preparedness information, training, and instruction.
5. Provide individualized workplace emergency response information to employees who require accommodation in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
6. Review this policy and associated emergency procedures at least annually and following any significant emergency or organizational change.

RESPONSIBILITIES

Executive Director

The Executive Director is responsible for:

- approving the Emergency Management Program;
- appointing the members of the Emergency Management Team (EMT);
- authorizing activation of the EMT, where required;
- authorizing temporary closure or relocation of operations, where necessary; and
- authorizing recovery and return to normal operations.

Emergency Management Team (EMT)

The EMT shall be appointed by the Executive Director and may include members of management and representatives from the Joint Health and Safety Committee, as appropriate.

The EMT is responsible for:

- developing, implementing, maintaining, and reviewing CICC's Emergency Management Program and required emergency procedures;
- coordinating emergency response activities;
- ensuring employees receive appropriate emergency preparedness information and training;
- maintaining individualized workplace emergency response information for employees who require accommodation in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA); and
- reviewing the Emergency Management Program and required emergency procedures at least annually and following any significant revision.

Managers

Managers are responsible for:

- ensuring employees are familiar with applicable emergency procedures;
- ensuring employees receive required emergency training;
- reporting emergencies and hazards promptly; and
- supporting emergency response activities within their areas of responsibility.

Employees

Employees are responsible for:

- following emergency procedures and evacuation instructions;
- immediately reporting hazards, incidents, injuries, or emergencies;
- participating in required emergency training and drills;
- complying with applicable public health directives and emergency orders; and
- cooperating during emergency response and recovery activities.

HEALTH EMERGENCIES

During a communicable disease outbreak or other public health emergency, CICC shall comply with applicable legislation and public health requirements.

Where appropriate, CICC may implement additional workplace health and safety measures consistent with public health guidance.

Employees are required to comply with all applicable workplace protocols and public health requirements.

DISASTER RECOVERY

Following an emergency that disrupts operations, CICC shall implement appropriate measures to restore critical services, information technology systems, electronic records, and business operations as safely and efficiently as practicable.

PROCEDURE

1. Emergency Planning

The Emergency Management Team (EMT) shall develop, implement, maintain, and periodically review the following:

- Emergency Response Procedures;
- Disaster Recovery Plan;
- Emergency Contact Lists; and
- Individualized Workplace Emergency Response Plans, where required under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The EMT shall ensure CICC's emergency procedures are consistent with the emergency procedures established by the building owner or landlord.

These documents shall be reviewed at least annually and following any significant emergency or organizational change and updated as necessary.

2. Training

CICC shall:

- provide emergency preparedness information and training to employees;
- conduct or participate in emergency drills, as required; and
- maintain records of emergency training.

3. Emergency Response

During an emergency:

1. Employees shall contact emergency services where immediate assistance is required.
2. Employees shall notify their supervisor or a member of the EMT as soon as practicable.
3. Employees shall follow the emergency procedures established by the building owner or landlord and any CICC-specific emergency procedures.
4. Managers shall assist in implementing emergency procedures within their areas of responsibility.
5. The EMT shall coordinate CICC's emergency response activities, as required.

4. Disaster Recovery

Following stabilization of an emergency, the EMT shall coordinate the restoration of critical operations, information technology systems, electronic records, and other essential business functions.

5. Individualized Workplace Emergency Response Plans

Employees requiring workplace emergency accommodations shall receive individualized workplace emergency response information.

These plans shall be reviewed:

- whenever the employee's accommodation needs change;
- when the employee changes work location; and
- whenever CICC reviews or substantially revises its emergency procedures.

DEFINITIONS

Disaster Recovery means the coordinated process of restoring information technology systems, electronic data, records, and essential operations following an emergency or significant disruption.

Emergency means any actual or imminent event that threatens the health or safety of persons or disrupts CICC's operations, including fire, medical emergencies, hazardous material incidents, power outages, severe weather, acts of violence, cyber incidents, or other events requiring an organized response.

Emergency Management Team (EMT) means the group appointed by the Executive Director to coordinate CICC's emergency preparedness, response, and disaster recovery activities.

REFERENCES

- Accessibility for Ontarians with Disabilities Act, 2005 and applicable regulations
- Occupational Health and Safety Act (Ontario)
- Emergency Management and Civil Protection Act (Ontario)
- Ontario Fire Code