

Approval Date: November 16, 2015

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Parent Policy: [Environment, Health and Safety Policy](#)

Assignment of Accountability: 6.0 Emergency Preparedness

Office of Administrative Responsibility:	Environment, Health & Safety
Approver:	Associate Vice- President (Risk Management Services)
Scope:	Compliance with this University assignment of accountability extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

Emergency preparedness consists of the reduction of, readiness for, response to and recovery from an **emergency**. To prepare for emergencies and to fulfill legislative requirements, all **units** must develop **emergency response plans** and **operational continuity plans**.

Purpose

The purpose of this document is to mandate **senior administrators** to implement emergency preparedness in their respective unit(s).

ACCOUNTABILITIES

Senior administrators have the responsibility to oversee and provide resources for the development and implementation of emergency response plans and operational continuity plans in their respective unit(s).

Emergency preparedness involves:

- Developing emergency response plans and operational continuity plans
- Communicating the plans
- Training and education
- Periodic review and – as necessary – exercising of the emergency response plan (with the exception of fire alarm testing)
- Evaluating and periodically revising the plans

Senior administrators may develop supplementary emergency preparedness measures for individual laboratories, projects and other initiatives.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Operational Continuity Plan	Prepares an organization to act in response to an emergency and provides the guidelines and processes to ensure the continued availability of essential academic, research, and support services
Emergency Response Plan	A written document for a workplace that includes the following: <ul style="list-style-type: none"> • Procedures for dealing with the identified emergencies • The identification of, location of, and operational procedures for emergency equipment • Emergency response training requirements • The location and use of emergency facilities • The fire protection requirements • The alarm and emergency communication requirements • The first aid services required • Procedures for rescue and evacuation • The workers designated for rescue and evacuation
Emergency	Means a pending, present, or imminent event that requires co-ordination of action, or special directive, to protect the health, safety or welfare of people or to limit damage to property.
Senior Administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
Unit	Entities that are part of the legal entity "The Governors of the University of Alberta." This would include faculties, departments, schools, operational units such as parking services and housing and food services, academic centres and institutes, and some affiliated centres and institutes.

FORMS

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