



Original Approval Date: November 16, 2015

Most Recent Approval: November 16, 2015

Most Recent Editorial Date: September 9, 2022

Assignment of Accountability: 6.0 Emergency Preparedness

Office of Administrative Responsibility:	Emergency Management Team
Approver:	Associate Vice-President (Support and Recreation Services)
Scope:	Compliance with this University policy 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:

1. Developing emergency response plans and operational continuity plans
2. Communicating the plans
3. Training and education
4. Periodic exercising and testing of the plan
5. 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]	
Emergency	A pending, present or imminent event that requires coordination of action, or special directive, to protect the health, safety or welfare of people or to limit damage to property.
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta.
Emergency response plan	<p>A written document for a workplace that includes the following:</p> <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
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.

Senior administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
-----------------------------	--

Related Links

If any of the links are broken, please contact uappol@ualberta.ca

▲Top

Published Procedures of This Policy

- Emergency Management Procedure