

Original Approval Date: December 11, 2019

 Parent Policy: [Environment, Health and Safety Policy](#)  
[Assignment of Accountability 6.0 Emergency Preparedness](#)

## Emergency Management Procedure

<b>Office of Administrative Responsibility:</b>	Environment, Health & Safety
<b>Approver:</b>	Director, Environment, Health & Safety
<b>Scope:</b>	Compliance with this University procedure extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the <a href="#">Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)</a> . Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers

### Overview

The University of Alberta is a complex institution, operating on all seven continents and employing a wide variety of **hazards**, processes, materials, and equipment. The university must have a system in place to plan for, respond to, and recover from all types of emergencies. This system must ensure the **health and safety** of all workers engaged in **university affairs** and minimize the environmental impacts of work.

### Purpose

The purpose of this procedure is to prepare university staff and students to be ready for, to reduce, to respond to, and to recover from emergencies. Emergency response and **unit action** and **operational continuity plans** minimize injuries, property damage, and workplace disruptions and are required by legislation. **Senior administrators** have the responsibility to ensure this procedure is implemented in their respective **workplaces** and that appropriate personnel are trained to respond to emergencies.

## PROCEDURE

### 1. Reduction

Reduction is the most valuable part of emergency management. These are preventative actions and strategies to avoid emergencies, such as:

- Hazard management
  - Mitigate risks by identifying assessing and controlling workplace hazards
- Training
  - Provide training based on those hazards identified in hazard assessments. Examples of training include the following content or courses:

- WHMIS
  - Lab and Chemical Safety
  - Concepts in Biosafety
  - Radiation Safety
  - Working Alone
  - Fall Protection
  - Powered mobile equipment (forklifts, ATVs etc)
  - Confined Spaces
  - Controlling hazardous energy
  - Other safe practice/procedures training identified in hazard assessments
- Report and resolve issues that could lead to emergencies

## 2. Readiness

Readiness includes planning and practicing for how to respond to emergencies. The following activities should be included in workplace readiness plans:

- Provide training in the following:
  - First aid
  - Use of a fire extinguisher
  - Fire evacuation
  - AED
  - Spill response
  - Exposure response
- Build a **unit action plan** that includes both emergency preparedness and operational continuity elements to mitigate a given event
- Review and/or update plans at regular intervals as determined by hazard assessments and as change occurs in the workplace
- Get notified by installing the University of Alberta app and set it to receive notifications
- Follow @UAlberta on Twitter
- Ensure all first aid kits, fire extinguishers, and other emergency equipment are in good repair and up to date
- Orient new staff on the unit action plan

## 3. Respond

At this stage of an emergency, hazards exist and impacts are occurring. A well-prepared and practiced response lessens the effects on students, staff, guests, property, and the environment.

- Follow the unit action plan
- For emergencies
  - Call local emergency services then contact UAPS 24/7 at 780-492-5050
- For chemical exposures in Alberta:
  - Call the Poison and Drug Information Service (PADIS) for guidance 24/7 at 1-800-332-1414
- Report on or off campus incidents or near miss events by completing an incident report

## U of A Alerts

If a U of A Alert has been received:

- Share the information with others in the area
- Follow the instructions provided in the alert
- Unless otherwise advised it is business as usual except for the affected area described in the event
- Wait for emergency responders to advise when it is safe to re-enter building or campus

## 4. Recover

- Follow your operational continuity plan to return to work as soon as possible.
- Report damages to your insurance provider or contact Risk Management Services  
<https://www.ualberta.ca/risk-management/insurance-and-risk-assessment/claims>

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [ <a href="#">▲Top</a> ]	
<b>Hazard</b>	A situation, behavior, condition or thing that may be dangerous to the environment, safety or health of the university community
<b>Health and safety</b>	Physical, psychological, and social well-being
<b>University affairs</b>	Any activity that is directly related to or arising out of the operations of the university at any location
<b>Unit action plan</b>	Addresses emergencies that could reasonably be expected in the work site and the steps that must be taken or activities that must be performed to mitigate loss. Examples include; fires, hazardous materials spills, severe weather, floods, medical emergencies etc.
<b>Operational continuity plan</b>	Provides information on what steps must be taken to recover from an emergency and to allow the unit to continue working despite damages or loss
<b>Senior administrator</b>	President, Vice-Presidents, Deans and Chairs, Associate Vice-Presidents, Executive Directors, Directors
<b>Workplace</b>	On or off campus location where a member of the university community works including but not limited to the following: laboratory, classroom, vehicle, office, shop, store room, farmland and research site, retail facility

## FORMS

- Unit Action Plan template <https://sites.google.com/a/ualberta.ca/ualberta-hazard-response-wiki/unit-action-plans>
- Operational continuity plan template <https://sites.google.com/a/ualberta.ca/ualberta-hazard-response-wiki/operational-continuity>

- Incident report form <https://docs.google.com/a/uAlberta.ca/forms/d/e/1FAIpQLSdJqWGnY1g-B72c8ZbavoLunFC4raOqi8Xbtaw2maSZaKBQ/viewform>

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## **RELATED LINKS**

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