Original Approval Date: December 11, 2019

Most Recent Approval: December 11, 2019

Most Recent Editorial Date: September 20, 2022

Parent Policy: Health, Safety, and Environment Policy

Assignment of Accountability 6.0 Emergency Preparedness

Emergency Management Procedure

Office of Administrative Responsibility:	Emergency Management Team
Approver:	Team Lead, Emergency Management Office
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

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** and **supervisors** 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.
  - Report and resolve issues that could lead to emergencies

2. Readiness

Readiness includes planning and practicing 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 and the locations of emergency equipment

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 911 and/or other local emergency services then contact UAPS 24/7
  - 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.	[▲ Top]

Hazard	A situation, behavior, condition or thing that may be dangerous to the environment, safety or health of the university community
University affairs	Any activity that is directly related to or arising out of the operations of the university at any location
Unit action plan	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.

Operational continuity plan	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
Senior administrator	President, Vice-Presidents, Deans and Chairs, Associate Vice-Presidents, Executive Directors, Directors
Supervisor	A person who has charge of a work site or authority over a worker.
Workplace	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

Related Links

- 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
- U of A incident report: https://login.ualberta.ca/module.php/core/loginuserpass.php?AuthState=_89247e1627 1a7794277caa018089b2e144c23f74b4%3Ahttps%3A%2F%2Flogin.ualberta.ca%2Fsaml 2%2Fidp%2FSSOService.php%3Fspentityid%3Dhttps%253A%252F%252Farise.ualberta.c a%252Fshibboleth%26RelayState%3Dss%253Amem%253A8faf9d412c312c8aab42e30b c43bd84223b29206fdff488fb8670c59c9a40b34%26cookieTime%3D1656104091

If any of the links are broken, please contact uappol@ualberta.ca [▲Top]