Emergency Management Procedure

<table>
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<tr>
<th>Office of Administrative Responsibility:</th>
<th>Environment, Health &amp; Safety</th>
</tr>
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<tbody>
<tr>
<td>Approver:</td>
<td>Director, Environment, Health &amp; Safety</td>
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<tr>
<td>Scope:</td>
<td>Compliance with this University procedure extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories). 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</td>
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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:
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

DEFINITIONS

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<tr>
<th>Hazard</th>
<th>A situation, behavior, condition or thing that may be dangerous to the environment, safety or health of the university community</th>
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<tbody>
<tr>
<td>Health and safety</td>
<td>Physical, psychological, and social well-being</td>
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<td>University affairs</td>
<td>Any activity that is directly related to or arising out of the operations of the university at any location</td>
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<td>Unit action plan</td>
<td>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.</td>
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<td>Operational continuity plan</td>
<td>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</td>
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<td>Senior administrator</td>
<td>President, Vice-Presidents, Deans and Chairs, Associate Vice-Presidents, Executive Directors, Directors</td>
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<td>Workplace</td>
<td>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</td>
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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 [link]

Should a link fail, please contact uappol@ualberta.ca.