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Parent Policy: [Risk Management Policy](#)

Emergency Preparedness and Operational Continuity Procedure

Office of Administrative Responsibility:	Office of Emergency Management
Approver:	Office of the Vice-President (Finance and Administration)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The University will promote effective **emergency** preparedness and **operational continuity** planning to develop responsive attitudes and behaviours at all levels of management, supervision, and staffing in order to maintain or restore a healthy and safe environment for all persons. The University's emergency preparedness and operational continuity plans shall be implemented, exercised and maintained to protect its employees, students, property, environment, and the general public from harm that may occur as a result of emergencies or **disasters**.

Purpose

To reduce the negative impact of emergencies on the University's essential academic, research, and support services; the community, University property, and the environment by preventing, preparing for responding to and recovering from emergencies

PROCEDURE

The Emergency Preparedness and Operational Continuity procedure addresses the following elements of prevention, preparedness, response, and recovery

1. Prevention shall consist of:

- a. **hazard and risk assessment;**
- b. prioritization of prevention and mitigation activities;
- c. development and implementation of prevention and mitigation strategies; and
- d. incorporation of prevention and mitigation strategies in plans.

2. Preparedness shall consist of:

- a. development and maintenance of a University Integrated **Emergency Master Plan** by the Office of Emergency Management; including a University **Crisis Communication Plan**, and the **Emergency Operations Center**,
- b. development and maintenance of **unit action plans**, and

c. as required provide training and education to the University community and at least annually, test and exercise the University Emergency Master and Crisis Communication plans and Emergency Operations Center plans by the Office of Emergency Management.

3. Response shall consist of coordination by the Emergency Operations Center of:

- a. warning and evacuation;
- b. emergency medical and social services;
- c. building or facility damage assessment;
- d. security and protection of property; and
- e other considerations as identified by the **Crisis Management Team (CMT)**.

4. Recovery shall consist of:

- a. measures for restoration and resumption of academic, research and support service activities; and
- b. measures for repair or reconstruction of facilities and critical infrastructure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
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.
Operational Continuity	Prepares an organization to act in response to an emergency and provides the guidelines for the unit action plans and processes to ensure the continued availability of essential academic, research and support services.
Prevention	Those sustained measures and activities aimed at preventing or removing hazards.
Hazard and Risk Assessment	The identification of undesired events that lead to the materialization of a hazard, the analysis of the mechanisms by which these undesired events could occur and usually the estimation of the extent, magnitude, and likelihood of any harmful effects.
Preparedness	Those measures undertaken to ensure that individuals and agencies will be ready to react, such as emergency plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications systems.
Emergency Master Plan	The over-arching emergency response plan for the University of Alberta
Crisis Communication Plan	Document that helps ensure the University of Alberta has adequate resources in place to effectively manage communications issues and meet the information needs of internal and external audiences during an emergency.
Emergency Operations Center	The physical location where communication, coordination and support activities take place and where the overall authorization for emergency response actions and coordination with external agencies.
Unit Action Plan	Means a faculty, department, administrative unit or ancillary unit plan and shall include both the emergency preparedness and Operational

	continuity elements to effectively mitigate a given event.
Response	Those measures undertaken immediately after an emergency or disaster has occurred and for a limited period of time thereafter, primarily to save human life, treat the injured, and prevent further injury and other forms of loss. They include response plan activation, opening and staffing of emergency operations centers, mobilization of resources, issuance of warnings and directions, provision of aid, and Declaration of a State of Emergency.
Crisis Management Team (CMT)	The Crisis Management Team is the primary resource for managing and coordinating the University's response to a major emergency. It is made up of administrators and subject matter experts from across the University.
Recovery	Those measures undertaken to restore all functions. The time frame for recovery begins as soon as a reduction in critical response activities permits the re-allocation of resources to longer-term recovery activities. Recovery measures can extend over years, and could include physical restoration and reconstruction, financial assistance programs, counseling, temporary housing or relocation assistance, health and safety programs, and economic impact studies.
Disaster	An event that has resulted or may result in serious harm to the safety, health or welfare of people, or widespread damage to property.

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

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