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Name: Saint Mary's University Emergency Management Policy and Communication Plan (Incident Command Structure)

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1.0 Emergency Management Policy

1.1 Purpose

This policy defines the principles, responsibilities and authorities in preparing for and responding to emergencies.

1.2 Principles

- Safeguard the health and safety of all people on the University and satellite campuses
- Protect University property and preserve its orderly operation
- Ensure/ respect the safety of animals in care of the University
- Protect the long term interests of the University
- Create a known chain of command of authority, including responsibility and lines of communication
- Facilitate coordination between the University and outside agencies
- Communicate with the University community and public of emergencies to the University
- Establish criteria for departments to follow when establishing emergency procedures

1.3 Definitions

Business Continuity (BC): Business continuity is a plan that focuses on ensuring continuation of critical services, regardless of the emergency.

Department: A department for these purposes is all academic departments, administrative departments, ancillary units, and operations housed within the University or at leased facilities off-campus.

Emergency: An abnormal situation, which, in order to limit danger to people, animals or damage to property or the environment, requires prompt action beyond normal procedures.

Emergency Management: The universal term for the systems and processes for mitigating, preparing for, responding to and recovering from emergencies. Emergency management focuses on a specific emergency.

Four Components of Emergency Management:

- Mitigation = Preventing. Sustained actions to reduce or eliminate the long-term impacts and risks associated with natural and human disasters. Mitigation can be classified as structural (physical items) and non-structural (planning and strategies).
- Preparedness = Reducing. Developing effective policies, procedures and plans for how to best manage an emergency.
- Response = Actions taken before, during, or directly after an emergency.
- Recovery = Actions taken to repair and restore communities after an emergency.

Four Phases of an Emergency:

- Warning phase: Advance warning of an emergency
- Impact phase: When an emergency occurs
- Response phase: During or after the impact phase
- Recovery phase: When actions are taken to repair and restore communities after an emergency until normal operation

Emergency Operations Center (EOC): The EOC is a pre-designated facility to coordinate the response, planning support.

Outside Agency: An outside agency is any civic, government, public or private agency that can be a resource to the University during an emergency. Outside agencies include can also request that the University provide facilities or resources to the community during an emergency. Outside agencies include but not limited to Emergency Measures Organization, Fire, Police Services, Red Cross, and other Atlantic Universities.

1.4 Roles and Responsibilities

1.4.1 Executive Management Group (EMG)

The Executive Management Group will be responsible for the policy, strategy and priorities of this Plan.

1.4.2 Emergency Management Team

The Emergency Management Team is the University's primary response team in the event of an emergency and will coordinate the response to any emergency. The Emergency Management Team reports directly to the President, through the Vice-President, Finance & Administration.

The Emergency Management Team will be responsible for the overall coordination, resource support, operational planning, and communication of this Plan. The functional areas that will be considered are administration, finance, logistics, and operations.

1.4.3 Emergency Management Team and Alternates

Team Member	Alternate
Vice-President, Finance & Administration (Chair)	
Vice-President, Academic and Research (Alternate chair)	
Associate Vice-President, External Affairs	Communications Manager
Associate Vice-President (Enrolment Management) & Registrar	Associate Registrar, Systems and Records
Senior Director, Facilities Management	Manager, Maintenance and Operations
Senior Director, Financial Services	Manager, Treasury
Senior Director, Human Resources	Human Resources Officer
Senior Director, ITSS	Manager, Infrastructure
Senior Director, Student Services	Assistant Director, Student Services

1.4.4 Emergency Management Working Group

The Emergency Working Group will facilitate drafting the Emergency Management Plan.

1.4.5 Vice-President, Finance & Administration

The Vice-President, Finance & Administration has operational responsibility for emergency management at Saint Mary's and will:

- Chair the Emergency Management Team
- Determine the membership of the Emergency Management Working Group
- Create, implement, review, and maintain the Emergency Management Policy and Plan
- Define the departmental procedures requirements
- Report to the President
- Determine the need to contact external agencies

1.4.6 Departments

The goal is for departments to develop department specific procedures to augment the University procedures. The departmental procedures will strengthen the University procedures.

Each department must conduct a risk assessment and develop emergency procedures, as needed. Emergency procedures will be reviewed with employees annually.

If the department is housed in a leased facility, the department will develop procedures in conjunction with the landlord's emergency procedures.

1.4.7 Housing and Conference Services Department

Students in residence at the University are dependent on the University infrastructure for all of their essential services such as security, housing, heating, food services, waste disposal, wash rooms, etc. Due to these critical functions the Housing and Conference Services Department has specific policies and procedures, which includes but are not limited to:

- Contagious Diseases
- Residence Fire Safety Plan

1.4.8 Animal Care Emergency Response Team

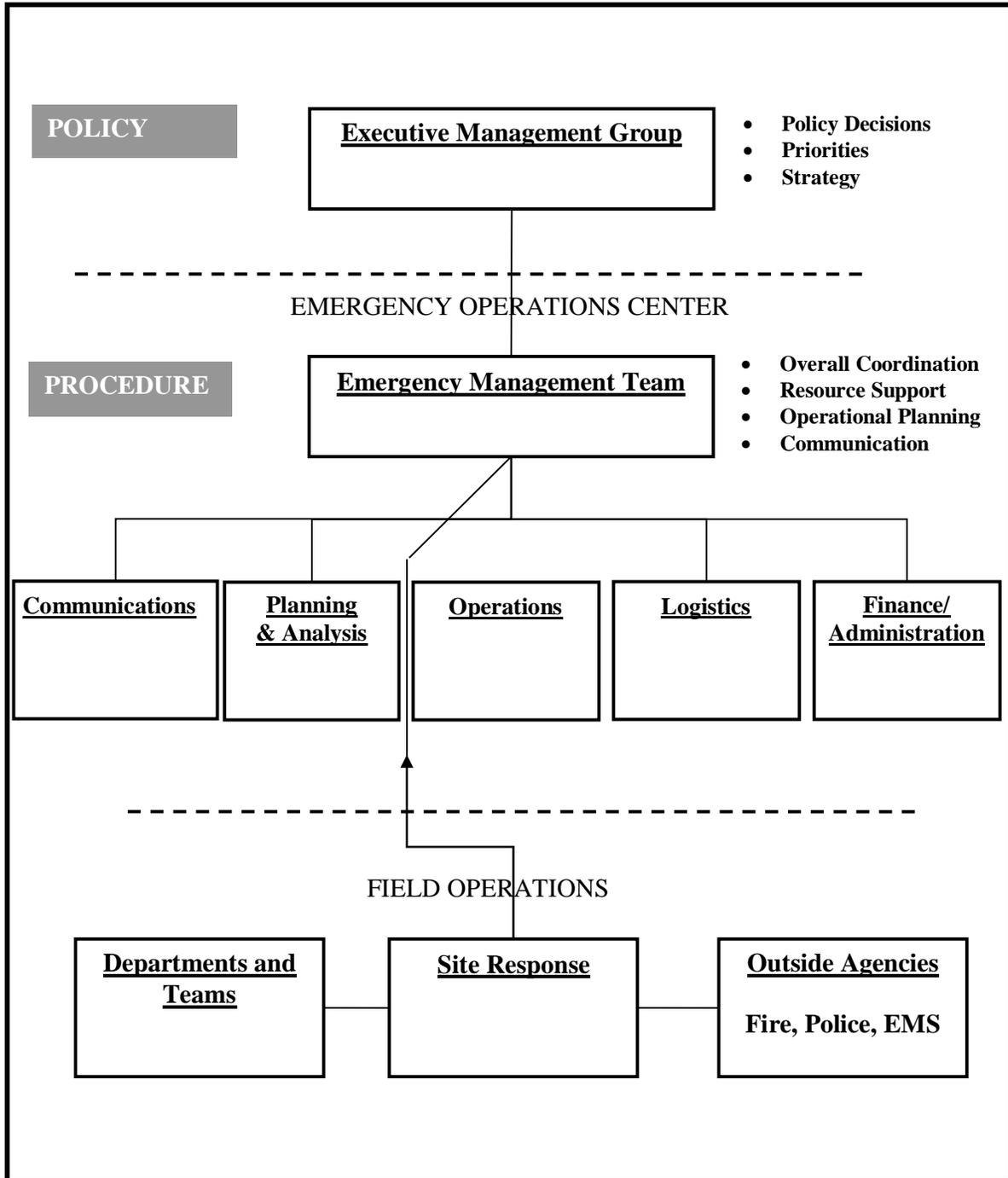
The Chair of the Animal Care Committee, or the alternate, the Animal Health Technician, shall be contacted in emergencies involving animals under the care of the Animal Care Committee and/or Saint Mary's University animal care facilities, or personnel involved with animal care, animal research and/or the use of animals in teaching. The Animal Health Technician will contact the Animal Care Emergency Response Team. In some cases, consultation with the University legal counsel may be necessary as well.

The Animal Care Emergency Response Team members are:

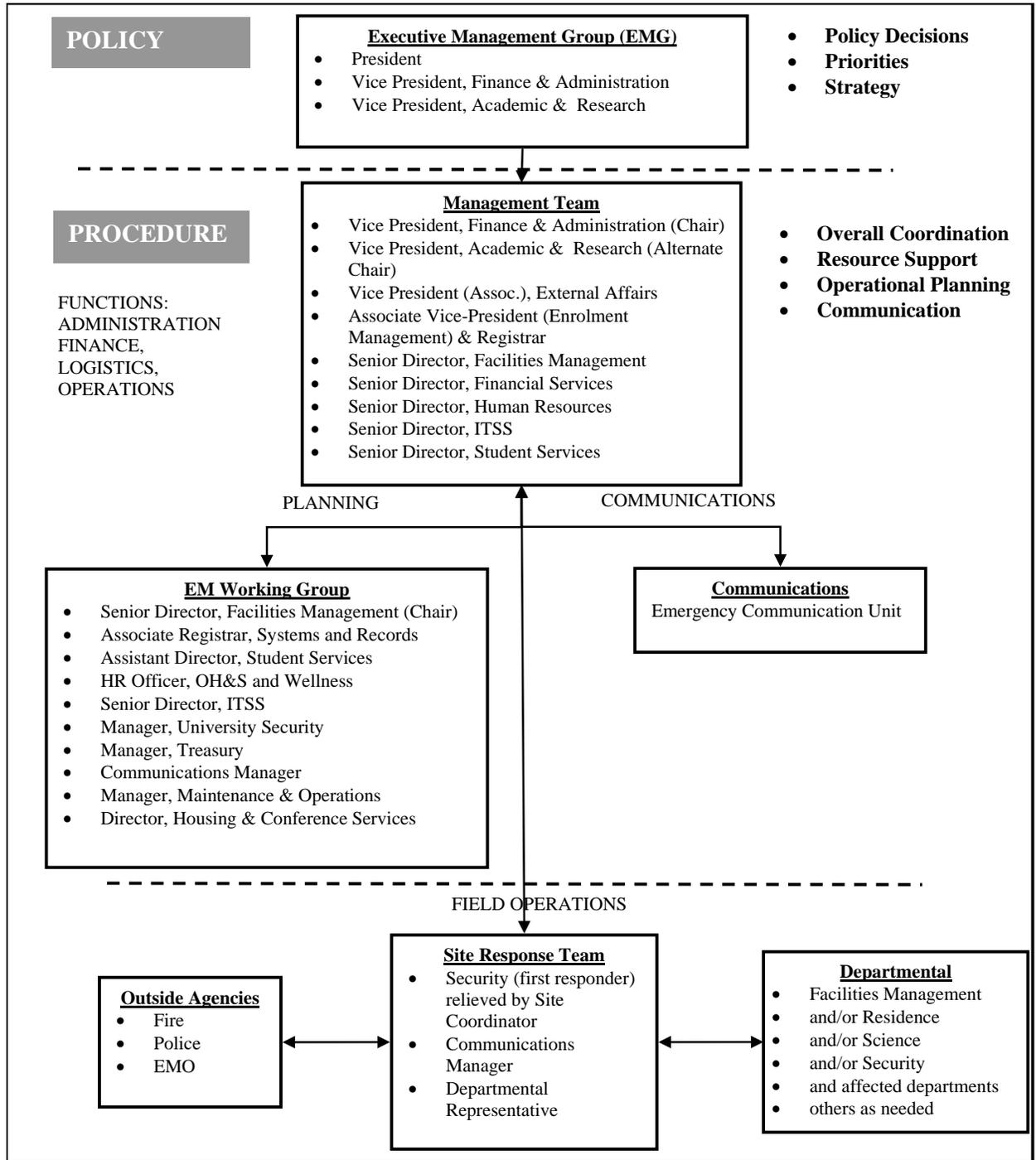
- Animal Health Technician
- Chair, Animal Care Committee
- Vice-President, Academic and Research
- University Veterinarian
- Manager of University Security
- Associate Vice-President, External Affairs

2.0 Emergency Management Structure

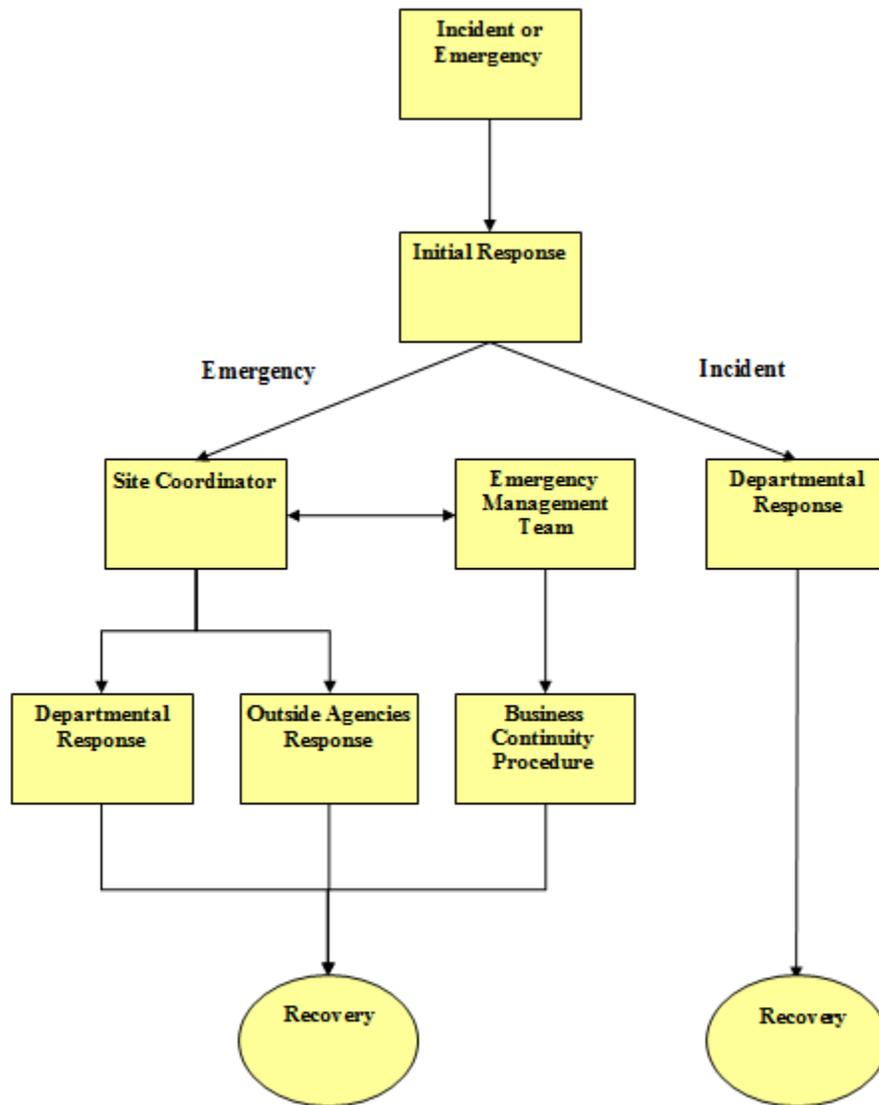
2.1 Incident Management System Functional Chart



2.2 Incident Management System Organization Chart



2.3 Emergency Response Flowchart



2.4 Emergency Duties

2.4.1 Emergency Management Team

The Emergency Management Team will meet in the Emergency Operations Center (EOC) which will be the McNally Main Boardroom (MM132). In the event the boardroom is not available, the Loyola LA281 classroom will be used.

The Emergency Management Team member's duties are:

Vice-President, Finance & Administration (Chair)

- Activate the Emergency Management Team
- Advise the President, Board of Governors, Senate, and Executive Management Group (EMG) as needed
- Facilitate the process of cancellation/resumption of classes
- Coordinate the Emergency Management Team
- Facilitate the approval of expenditures
- Facilitate assistance from outside agencies, when required
- Liaise with provincial and municipal government agencies
- Appoint a long term site coordinator(s)

Vice-President, Academic & Research

- Coordinate faculty and academic departments
- Communicate emergency impact on classes and research

Associate Vice-President (Enrolment Management) & Registrar

- Reschedule/relocate classes as needed

Associate Vice-President, External Affairs

- Coordinate and prepare release of public information
- Keep the public informed of significant developments occurring during the emergency, as frequently as reasonable
- Establish communication requirements and methods
- Arrange for media facilities
- Conduct media briefings as needed

Senior Director, Facilities Management

- Act as liaison to University Fire Chief
- Act as liaison to Facilities Management personnel
- Act as liaison to outside facilities management agencies (e.g. snow removal, construction contractors, engineers, environmental, etc.)
- Act as liaison to services and utility companies, (e.g. Nova Scotia Power)

- Act as a liaison with the Department of Environment
- Act as liaison to Department of Labour and Advanced Education (for technical operating issues)
- Facilitate providing Facilities Management equipment, supplies, and equipment operators
- Oversee continuation/restoration of physical services to the University, (e.g. power, water, access, heating, ventilation, and lighting)
- Communicate with site coordinator
- Act as liaison to Halifax Police, RCMP, and related agencies
- Act as liaison to Emergency Measures Organization (EMO) Nova Scotia
- Coordinate the response of University Security

Senior Director, Financial Services

- Coordinate purchasing and supply requirements
- Provide inventory of stores, and supplies
- Act as a liaison to suppliers
- Maintain a record of all purchases
- Act as a liaison to insurance brokers and coordinate coverage during and after incident

Senior Director, Human Resources

- Coordinate the supply and demand of human resources
- Maintain personnel records and details for financial liabilities
- Advise on all human resource planning
- Act as liaison to Department of Labour and Advanced Education (for Occupational Health and Safety issues)
- Act as liaison to Employee and Family Assistant Program (EFAP), Long Term Disability (LTD), benefits and life carriers.

Senior Director, ITSS

- Provide telecommunications support to EOC, media, and emergency site as required
- Act as liaison to external telephone, information technology, and telecommunication agencies
- Provide emergency updates on smu.ca and SMUport

Senior Director, Student Services

- Facilitate alternate arrangements for University residents:
 - Food and beverages
 - Lodging

- Clothing
- Registration and inquiry services
- Counselling
- Act as liaison to Municipal and Provincial health agencies
- Coordinate activation of mutual aid agreements as needed
- Provide information on any health hazards for dissemination to the University community
- Provide for mass immunization, if required
- Plan for the evacuation of residences

Scribe

- Maintain a log of all actions taken.

2.4.2 Site Response Team Duties

Site Coordinator

The initial emergency site coordinator will be the Manager, University Security, who will perform the following duties, and will be relieved as per following table:

- Assume management of the site
- Assess the situation
- Activate the Emergency Management Team based on the Emergency Response Level
- Coordinate site operations, until relieved by an outside agency
- Act as liaison with outside agencies on campus, (e.g. Fire, Police, Emergency Medical Services (EMS), and others as required)
- Secure and control the area
- Evacuate the building/area as necessary
- Determine if and what type of resources are needed
- Minimize the effects of the emergency

Site Coordinator and Alternates for EM Procedures

Incident	Site Coordinator	Alternate
Ammonia Leak	Manager, Security	Manager, Maintenance & Operations
Bomb Threat	Manager, Security	Manager, Maintenance & Operations
Fire	Manager, Security	Manager, Maintenance & Operations
Adverse Weather	Manager, Security	Manager, Maintenance & Operations
Serious Injury or Death	Manager, Security	Manager, Maintenance & Operations
Flood	Manager, Security	Manager, Maintenance & Operations

Power Failure	Manager, Security	Manager, Maintenance & Operations
Water Loss	Manager, Security	Manager, Maintenance & Operations
Civil Disturbance	Manager, Security	Manager, Maintenance & Operations
Contagious Disease	Manager, Security	Senior Director, Student Services
Active Shooter Hostage & Barricade	Manager, Security	Manager, Maintenance & Operations
Animal Care Emergency Response	Manager, Security	Animal Care Committee Chair

Manager, University Security

- Activate the Emergency Management Team based on the Emergency Response Levels

Communications Manager

- Communicate with the public at the emergency site
- Manage onsite media (Official statements from the EOC)

Departmental Representative

The Departmental representatives will be identified by the department's specific procedures.

- Communicate with students, staff, faculty and members of the public at the emergency site
- Temporarily relocate students/staff/faculty/ members of the public
- Assist in evacuation and roll call
- Provide information to Site Coordinator and the Communications Manager

Note: Fire wardens will assist with evacuations as per the Fire Safety Plan.

3.0 Emergency Communication Plan

3.1 Rationale

Communication is a key factor in the University's response to an emergency. A good communications policy and practices can assist in the actual management of the crisis; provide direction to students, faculty and staff; and disseminate information to interested constituencies and the public at large while maintaining the institution's credibility and mitigating damage to its reputation.

3.2 General

It is the policy of the University to be forthright and timely in its communications with the University community, the media, and the public at large during an emergency. Decisions regarding communications will be guided by concern for the right to privacy, personal security, legal liability, and the public's legitimate right to be informed. While the University has the means necessary to communicate information effectively, some emergencies situations may require

that all communications be conducted under the direction of the Halifax Police Department, the Royal Canadian Mounted Police (RCMP) or other outside agencies.

3.3 Emergency Communications Responsibility and Scope

During a declared emergency, communications (both internal and external) will be under the direction of the Associate Vice-President, External Affairs.

This Emergency Communications Plan will apply in the event of an emergency at an off-campus activity (including evening classes, and other events for which Saint Mary's has some responsibility or a significant number of its community is involved).

3.4 Release of Information

All written or oral statements (including news conferences, social media, news releases, open memoranda or letters, interviews, or switchboard messages) to campus groups, the media, and the public require the authorization of the Associate Vice-President, External Affairs

All written or oral statements will be channelled through and co-ordinated by the Associate Vice-President, External Affairs.

All public and media inquiries will be directed without comment to the External Affairs Office.

One official spokesperson and an alternate will be appointed to communicate the University's position.

3.5 Roles and Responsibilities

3.5.1 Alerting Responsibilities

Prior to or concurrent with the first of either the declaration of an emergency or the decision to assemble the Emergency Management Team, the Associate Vice-President, External Affairs will alert the Communications Manager to the emergency and its circumstances and will provide direction for the responding to initial inquiries from the media and the public.

The Associate Vice-President, External Affairs will assemble the Emergency Communication Unit.

3.5.2 Emergency Communication Unit

The Emergency Communication Unit will be led by the Associate Vice-President, External Affairs.

The Unit will be responsible for all communications.

3.5.3 Emergency Communication Unit Responsibilities

The Unit will be responsible to:

- Provide communications and media counsel to the Associate Vice-President, External Affairs and the Emergency Management Team
- Assist in the identification of an official spokesperson and alternate, and providing support to those individuals

- Prepare and disseminate statements/information to the campus community, interested constituencies, the media, and other groups as identified
- Handle public inquiries regarding the emergency
- Respond to media inquiries regarding the emergency
- Liaise with communications officials from other agencies or organizations responding to the emergency for the purpose of coordinating the preparation and dissemination of public statements/information
- Manage the media's presence during the emergency
- Monitor media coverage and public response to the emergency

3.5.4 Exceptions

The Manager, University Security and emergency personnel will be responsible for the immediate control and direction of evacuees and others.

The communication of detailed information regarding academic matters will be the responsibility of the Associate Vice-President (Enrolment Management) & Registrar or individual academic departments.

Deans, senior directors, and managers will be responsible for notifying the Emergency Communication Unit of the cancellation of, or changes to, major activities or public events due to an emergency.

3.5.5 Authority

The Associate Vice-President, External Affairs and the Communications Manager will have the authority to disseminate information to the media and public with general direction from the President.

Excepting emergency services personnel and University Security, only the Emergency Communication Unit will be authorized to provide direction of the media.

When the President has declared an emergency, the University Communication Unit and University Security will have the authority to limit access to the affected area(s) and any other areas of campus designated for use in responding to the emergency.

With the consent of University Security and emergency services personnel and at the direction of the President or the Associate Vice-President, External Affairs, the Communication Emergency Unit may allow media photographers and camera operators on an escorted tour of the emergency site.

3.5.6 Media and Public Inquiry Centre

The Emergency Communication Unit may establish a media centre and oversee a public inquiry centre and/or telephone inquiry centre. With the President's approval, the Office of External Affairs will identify a site(s) on campus suitable for use as a media centre, public inquiry centre, telephone inquiry centre, and/or alternative media. Independent telephone lines that can be activated immediately in an emergency will be installed. The gathering point will be 960 Tower Road.

At the direction of the President or the Associate Vice-President, External Affairs, the Unit will have the authority to use other University facilities and/or offices for those purposes.

3.5.7 Official Spokesperson

The President or the Associate Vice-President, External Affairs will appoint one official spokesperson and an alternate.

The spokesperson will be responsible for communicating the University's position only upon the authorization of, and as directed by the President or the Associate Vice-President, External Affairs.

The spokesperson and alternate will be selected from the following:

- Associate Vice-President, External Affairs
- Communications Manager
- Vice-President, Academic & Research
- Vice-President, Finance & Administration

Only in the most serious of circumstances should the President or the Chair of the Board of Governors serve as a spokesperson.

3.5.8 On-Campus Media

On-Campus media, including The Times and The Journal, will generally be considered as external media for the purposes of this Policy.

4.0 Emergency Awareness Plan

4.1 Rationale

To ensure all of the Saint Mary's Community are aware of the University's Emergency Procedures.

4.2 Principles

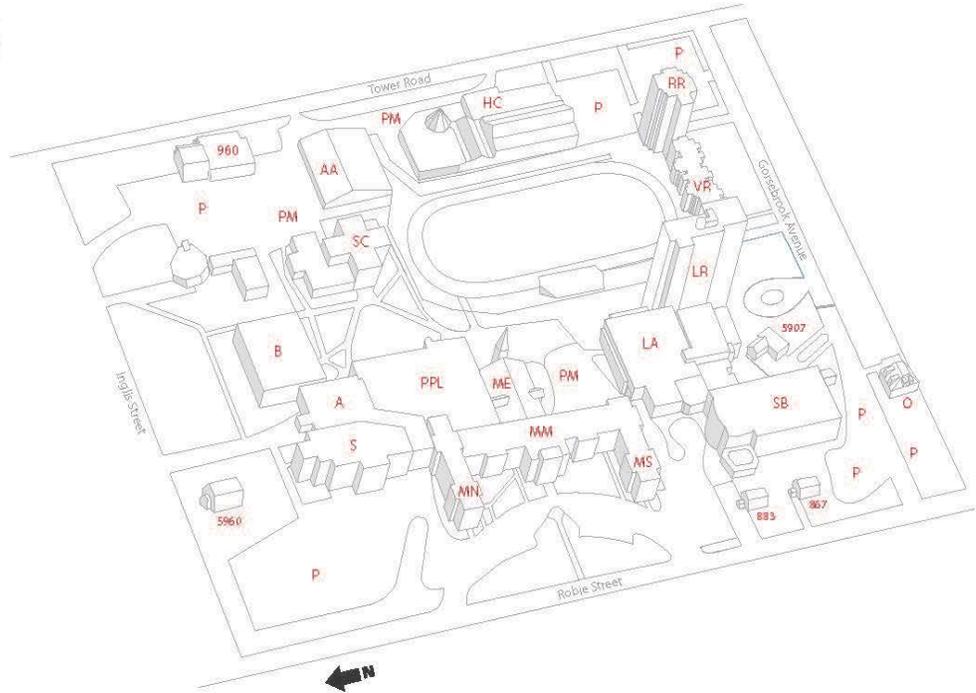
- Promote the safety of all persons at or near Saint Mary's University
- Create awareness of the University's Emergency Procedures;
- Communicate responsibilities under the Emergency Response plan;
- Establish confidence in the emergency preparedness procedures for the University;
- Contribute to a healthy, safe and supportive workplace.

5.0 Appendix: University Map



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CAMPUS MAP



A Atrium	ME McNally East	PPL Patrick Power Library	883 883 Robie St
AA Alumni Arena	MM McNally Main	RR Rice Residence	867 867 Robie St
B Burke Building	MN McNally North	S Science Building	960 TESL / BDC
HC Homburg Centre for Health and Wellness	MS McNally South	SB Sobey Building	5907 5907 Gorsebrook Ave
LA Loyola Academic Complex	O The Oaks	SC O'Donnell Hennessey Student Centre	5960 Gorsebrook Research Institute
LR Loyola Residence	P Parking	VR Vanier Residence	
	PM Parking Meters		

6.0 Appendix: Emergency Response Levels

As part of its Emergency Response Plan, Saint Mary's University has developed a response plan to address all emergencies affecting the campus. Emergency conditions and situations on campus vary with each incident and situation. As a guide, three levels of emergency have been identified, Level 1, 2, and 3.

An emergency at any level will be debriefed at the conclusion of the incident for the purpose of preventing a recurrence, review, training, and future enhancement of this plan.

Level 1

A minor, localized department or building incident that is quickly resolved using existing University resources or limited outside help. Warning notification as time permits-types determined by Saint Mary's University Security Incident Commander (IC) or designated official. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Level 1 incident **does not** require activation of the University Emergency Management Plan or the EOC. Impacted personnel or departments coordinate directly with Saint Mary's University Security until the issue is resolved.

***Examples:** Odour complaint, localized chemical spill, small fire, localized power failure, plumbing failure or water leak, normal fire, medical emergency and police calls.*

Level 2

A major incident or potential threat that disrupts significant portions of the campus community. Timelines of notification determined by Saint Mary's University Security Incident Commander or designated official. Level 2 emergencies may require assistance from external organizations. These events may escalate quickly and have serious consequences for critical functions, or may threaten life.

Level 2 incidents **may require** activation of the University Emergency Management Plan and the EOC.

***Examples:** Structure fire, structural collapse, significant hazardous materials release, extensive power or utility outage, severe flooding, multi-fatality incident, or an external emergency that may affect University personnel or operations.*

Level 3

A major disaster or imminent threat involving the entire campus and/or surrounding community. Immediate notification of the University is mandatory. Normal University operations are reduced or suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external agencies and jurisdictions.

Level 3 incidents **will normally require** activation of the Saint Mary's University Emergency Management Plan and the EOC.

***Examples:** Hurricane, multi-structure fire or major explosion, major hazardous materials release or a terrorism incident.*

7.0 Appendix: Planning Risk Assessment and Template Instructions

Overview

Complete an Emergency Risk Assessment form to determine if a procedure is required for anticipated emergencies. The following Departmental Planning Emergency Template is to be completed for each emergency identified in the risk assessment.

The template is provided to ensure all necessary information is gathered to prepare for an emergency. It also provides a consistent format that can be recognized across the campus and is part of the Emergency Management Policy and Plan. The template can be expanded to include necessary information.

Departmental Planning Risk Assessment

For your department, list all emergencies that could reasonably occur. Every department must complete a plan for a fire emergency. Rate every emergency with a frequency and severity score. Multiple the frequency score and the severity score to obtain a risk score.

Suggested emergencies may be, but are not limited to:

Emergency:

- Wind storm/tornado
- Winter storm
- Tropical Storm/hurricane
- Power outage
- Equipment failure (e.g. air conditioners, broken pipes)
- Fire
- Oil spill
- Chemical spill
- Ammonia leak
- Propane leak
- Flood
- Earthquake
- Act of terrorism
- Civil disturbance
- Sudden death of student, staff or faculty member

Appendix: Planning Risk Assessment Guidelines

Fill in this table with as many emergencies as applicable to your department

Emergency	Frequency Score – See Table A	Severity Score – See Table B	Risk Score (Frequency x Severity) – See Table C	Notes
Fire				

Table A – Frequency

Frequency Score	How likely is this emergency to occur?
1	> 10 years between occurrences
2	> 1 year between occurrences
3	> 1 month between occurrences
4	> 1 week between occurrences
5	< 1 week between occurrences

Table B – Severity - Pick the highest score

Severity Score	Department Closure	University Closure	Property or Environmental Damages	Damage to reputation of the University	Possibility of Personal Harm
1	Possible closure	Possible closure	< \$ 1000	Slight	Near miss
2	< 1 day	Probable closure	< \$10,000	Limited – Some local media	First aid necessary
3	1-3 days	< 1 day	< \$100,000	Considerable – Some national media	Hospitalization
4	4-10 days	1-3 days	<\$1,000,000	Serious – Adverse local media	Lost time accident (1-7 days)
5	10 + days	4+ days	>\$1,000,000	National – Adverse national media	Lost time accident 7+ days, or permanent injury

Table C – Risk

Risk Score = Frequency Score x Severity Score	Required
0-8	Monitor and manage
9-16	Procedure required. Complete the departmental template
17+	Review with the Emergency Management Team

8.0 Appendix: Emergency Management Template Instructions

Overview

The purpose of the template is to gather the information which applies to a specific type of emergency. Complete one Departmental Emergency Management Template for each emergency that requires a procedure (from Table C of Appendix B1). The number of emergencies will vary with each department as the threats may vary with departments. Every department is to complete an Emergency Management Template for a fire emergency.

Template Instructions

The following are descriptions for each field on the form.

Department: The name of the your department

Emergency: The name of the emergency. Write one procedure for each emergency.

Communication Methods: This section describes how the department will communicate a potential emergency. Multiple communication methods are recommended. The type of communication methods during an emergency will vary depending upon the resources available.

Consider the following when planning communications in an emergency:

- Cell phones can be unreliable as emergency services receive priority, Networks can become saturated, and equipment such as cell towers can become damaged
- Email may not be available in a power outage
- Eastlink's telephone network is designed to maintain service for only 15 hours of power outage
- Voice over IP telephone services (e.g. Vonage) will fail in a power outage
- Wireless phones used by many employees at home will not work without power

Primary Method: The primary method to communicate with department personnel prior to and during an emergency.

Secondary Method: The back-up method to communicate with department personnel prior to and during an emergency.

Risk Assessment: Indicate the frequency, severity and risk score from the risk assessment.

Anticipated Lead Time: Indicate how much if any prior notice will be given for this emergency, (e.g. 2 days' notice for a major winter storm).

Key Personnel: The personnel in your department who will be managing this emergency.

Outside Agencies: Names and contact information of external people that need to be notified (or can act as a resource) during an emergency, and include why the contact is on the list (e.g. equipment vendor, contractor, consultant, etc.).

Section 1. Mitigation

List all items or procedures that you use to prevent this emergency, before an emergency occurs. This may include training, monitoring and planning.

Section 2. Preparation Section

List all items or procedures that you use to reduce this emergency, before an emergency occurs. List the things that can be done 7, 3 and 1 day(s) in advance of the emergency. Note if actions should be taken outside of 7, 3 or 1 day(s) in advance. Note if an action item refers to documentation elsewhere.

Materials and Equipment to be acquired in advance. List all the things that should be purchased or gathered in the days leading up to the emergency.

Section 3. Response Section

This section details the actions that are to be taken while the emergency is occurring.

Informing University Security that an emergency is occurring must be one of the first steps. Include necessary details here to make completing the task as smooth as possible.

Be brief but include as much detail as necessary. Write actions so that a person outside of the department may perform them if necessary. In cases where detailed procedures are documented elsewhere, the activity list should make reference to that documentation.

Section 4. Recovery Section

Describe actions that should be taken after the emergency to restore operations to normal.

Section 5. Conduct lessons learned

Evaluate how the emergency was managed. Recommend improvements to the procedure.

Appendix: Emergency Management Template and Key Contact List Template

Department:

Emergency:

General Section

Prepared by:

Authorized by:

Date issued:

Primary Method of Communication:

Secondary Method of Communication:

Risk Assessment: Frequency: Severity: Risk Score:

Anticipated Lead Time: None

1. Mitigation (Monitoring, Training and planning to prevent the emergency)

2. Preparation (Policies and procedures to manage the emergency)

7 Days before
3 Days before

24 Hours before
Materials and equipment to acquire in advance (if possible)

3. Response (What happens during the emergency)

1. Inform University Security of the emergency.

4. Recovery Procedure (How to restore the program/facility)

1. Restock necessary supplies, if necessary.

5. Conduct lessons learned

1. Conduct a debrief and assessment of how the emergency was managed
2. Report findings to Emergency Management Committee
3. Thank those who provided assistance
4. Update procedures

Department:

Emergency: Key Contact Phone List

General Section

Prepared by:

Authorized by:

Date issued:

Key Departmental Personnel

Job Title	Name	Building & Room #	Office #	Home #	Cell	Email

University and Outside Agencies Contacts

Name	Service Provided	Location	Office #	Cell #	Notes

9.0 Appendix List of Related Policies and Procedures

University Emergency Management Procedures

Adverse Weather
Ammonia Leak
Bomb Threat
Civil Disturbance
Contagious Disease
Fire
Flood
Power Failure
Serious Injury or Death
Water Loss

Related University Policies (oversight responsibility)

Occupational Health & Safety (Human Resources)
University Fire Plan (Facilities Management)
Unscheduled closure and/or cancellation of classes (Vice-President, Finance and Administration)
Violence in the Workplace (Human Resources)
Senate Policy on the Academic Implications of Disruptions of University Business (University Senate)

Related Departmental Procedures

Residence Fire Safety Plan
Facilities Management- Snow Clearance/Ice Control
Facilities Management – Natural Gas/Propane
Facilities Management - Emergency Power
Faculty of Science - Chemical Spill
Faculty of Science - Animal Care Emergency Response
Security - Active shooter, hostage, and barricade situation
Security - Mass Notification System
Security - Shelter in Place
Security - Evacuation Procedure

10.0 Appendix: Saint Mary's University Emergency Awareness Plan

Saint Mary's University has an extensive system to ensure life safety at the campus. This plan will ensure employees, students and guests will feel safe and secure at the campus and will be provided with information they need and will be able to respond effectively during an emergency, if one arises. Saint Mary's University employees, students and guests will be made aware of emergency response procedures, including their specific responsibilities. Saint Mary's University managers and evacuation wardens will be provided additional training, as required. New employees/faculty and employees/faculty returning to the workplace after a prolonged absence will receive any updated information on the Saint Mary's University Emergency Procedures. To ensure the entire Saint Mary's Community are aware of the University's Emergency Procedures, the following actions will be completed on an on-going basis.

Activity	Target Audience	Time Frame
Fire Drills Mass Notification Drills Emergency Awareness Brochure	All Saint Mary's Community	Annually, September Annually, September Initial distribution, On-going, as required
Newsletter	Neighbours	Initial newsletter, On-going communication as required
Emergency Awareness Information	Faculty, Students and Staff	All Faculty have been asked to show the Emergency Response video at the beginning of each semester. The video has also been placed on the Security website.
Emergency Awareness Update	Faculty, Management New Employees Orientation Orientation Leaders Residence Assistants Fire Wardens	Annually, On-going as required Semi -Annually, On-going as required Annually, On-going as required Annually, On-going as required Annually, On-going as required
Train the Trainer, Bomb Threat/Suspicious Packages Training	Security, Procurement, Frontline office staff,	A video will be created giving an overview of bomb threats, and how to identify a suspicious package.
Emergency Awareness Information	Contractors	Initial distribution of revised Contractor Handbook On-going, Contractors Handbook will be updated as required.
Emergency Awareness Information	External Groups using Campus facilities	Conference Services will attach an information sheet explaining emergency procedures to all contracts.
Emergency Awareness Information	The Homburg Centre/Arena clients	Emergency Awareness Brochure On-going - Posting on Bulletin Board