EMERGENCY MANAGEMENT POLICY

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Approval Authority: Vice-President, Services and Sustainability

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PREAMBLE

Emergency management is the process of preparing for, mitigating, responding to and recovering from an emergency. The Emergency Response Plan (as defined below) is the cornerstone of this process and provides for a coordinated response and a clear line of command. The executive summary of the Emergency Response Plan provides a publicly available overview of response.

SCOPE

This Policy applies to all members of Concordia University (the "University). It is intended to cover, but is not limited to, critical emergencies:

- that threaten to, or have caused, death or significant injuries;
- that have, or threaten to, disrupt operations, cause physical or environmental damage; and
- that may threaten the University's financial standing or public image.

PURPOSE

The purpose of this Policy is to ensure that the University:

- prepares for and responds effectively to an emergency situation through the appropriate use of the University community's resources;
- provides a framework for enhancing the safety and security of its operations; and
- mitigates the long-term effects of an emergency on its operations and mission.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

"Departmental Emergency Preparedness Plan" means a detailed plan developed by each department to identify emergency response procedures and business continuity needs.

"Emergency Management Committee" or "EMC" means the committee created under the authority of the President and responsible for overseeing the development, implementation and maintenance of the Emergency Management Program. The constitution of the EMC is provided in section 1.

"Emergency Management Program" means the framework that guides and strengthens the way the University and its different departments and services work together to protect the safety and security of all members of the University community by building a sustainable and resilient community.

"Emergency Operation Centre" or "EOC" means the central command and control facility responsible for carrying out emergency management and business continuity functions at a campus or University level.

"Emergency Response Plan" means an integrated set of procedures that allows the University to prepare for, respond to and recover from emergency incidents in a structured and cooperative manner.

"Incident Command Post" or "ICP" means the location established to manage the emergency and assist emergency services.

"Incident Commander" shall have the meaning ascribed to it in section 4.

"Incident Coordinator" or "ICP Coordinator" means the person responsible for providing field coordination between the various internal responders and for liaising with the external emergency services. The ICP Coordinator is the main communications channel for information and operational requests between the ICP and the EOC's operation section's chief.

"Incident Management Team" means the team described in section 6.

"ICP Unit(s)" means all University units involved in emergency response.

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POLICY

Structure and General Responsibilities of the EMC

1.   Members of the EMC shall be as follows:

  - Vice-President, Services and Sustainability (Chair)
  - Vice-President, Research and Graduate Studies
  - Deputy Provost, Office of the Provost and Vice-President, Academic
  - Chief Communications Officer
  - Associate Vice-President, Information Systems and Chief Information Officer
  - Associate Vice-President, Human Resources
  - Chief Information Security Officer
  - University Registrar
  - Senior Director, Property Management
  - Director, Environmental Health and Safety (EHS)
  - Director of Campus Safety and Prevention Services (CSPS)
  - Manager, Corporate Risks
  - A representative from Legal Services
  - A representative from the Office of Emergency Management

2.   All members of the EMC shall identify a designated alternate in case of their absence.

3.   Members of the EMC, or their designate, shall:

  - support, review and suggest modifications to the Emergency Management Program and the Emergency Response Plans;
  - support and participate in an annual emergency exercise or simulation;
  - issue directives and protocols as appropriate;
  - support a recovery framework; and
  - review risk assessments and react accordingly.

Incident Commander

4.   The Vice-President, Services and Sustainability shall be the Incident Commander of the University. The Incident Commander has the responsibility for declaring a category

emergency and activating the EOC as well as determining if additional members are required depending upon the nature of the emergency. The Incident Commander is also responsible for ordering the closure or evacuation of the University, for overseeing the interfacing with outside organizations and the media, and for approving all communications that are issued. In the absence of the Vice-President, Services and Sustainability, the Director of CSPS assumes the role of Incident Commander.

Emergency Operation Center

5.   The EOC is activated during a category 2 and 3 emergency, as such categories are defined in the executive summary. The Incident Management Team is charged with coordinating and supporting the emergency response and providing regular and accurate information to the University community and the President's executive team. The Incident Commander is responsible for the management of EOC activities and the Incident Management Team.

6.   The Incident Management Team is normally compromised of, but not limited to:

- Vice-President, Services and Sustainability (Incident Commander)
- Associate Vice-President, Information Systems and Chief Information Officer
- Deputy Provost, Office of the Provost and Vice-President, Academic
- Director of CSPS
- Director of Institutional Communications,
- Director, EHS
- University Registrar
- A representative from Emergency Management
- A representative from Facilities Management
- Support personnel from the University Communications Services (UCS)
- Support personnel from CSPS

7.   Under the direction of the Incident Commander, the Incident Management Team will:

- log and disseminate all information related to the emergency;
- manage emergency notification;
- provide and track resources dedicated to the tactical emergency response;
- manage internal communications related to the emergency;

- plan and implement response and recovery efforts;
- manage logistics;
- track cost and insurance implications;
- liaise with external emergency services and/or related municipal services; and
- identify and manage health and safety issues.

Incident Command Post Coordinator

8. The ICP Coordinator is responsible for the front-line management of an emergency as well as the coordination with emergency services under a unified command structure. From an on-site command post, the ICP Coordinator will relay information and requests to the EOC. In most cases which require the protection of property and/or personnel, a member of CSPS, appointed by, and under the direction of the Director of CSPS, shall be the ICP Coordinator.

ICP Units

9. The composition of the ICP Units will be determined by the Incident Management Team and will vary depending upon the type of emergency. These ICP Units shall be responsible for conducting the front-line or support operations during a critical emergency response. ICP Units fall under the direction of the ICP Coordinator and/or Incident Commander.

10. The ICP Units are normally comprised of, but not limited to, members from CSPS, Facilities Operations, EHS, Instructional and Information Technology Services and UCS. The functional responsibilities of ICP Units are identified in the Emergency Response Plan.

Faculties and Administrative Departments

11. All faculties and administrative departments shall identify the critical operations and critical facility requirements of their units which must be protected in the case of an emergency.

12. Faculties and administrative departments shall develop a Departmental Emergency Preparedness Plan. This Plan must include a list of department critical operations and/or

services, a list of necessary equipment and resources, a remote work procedure and a staff notification plan. A copy of the Department Emergency Preparedness Plan shall be provided to CSPS. Department Emergency Preparedness Plans must be maintained by the department and updated when required or at a minimum of every 3 years.

Campus Safety and Prevention Services

13. CSPS is responsible for the promotion of the University-wide emergency planning, mitigation, response and recovery as well as maintaining a constant state of emergency preparedness.

14. CSPS is responsible for developing and updating the University's Emergency Response Plan.

15. Any requests for procedural changes, suggestions or recommendations to this Policy should be submitted in writing to the Director of CSPS.

Policy Responsibility and Review

16. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Vice-President, Services and Sustainability.