

Policy Name:	Emergency Management and Continuity of Operations Program
Originating/Responsible Department:	University Safety
Approval Authority:	Senior Management Committee
Date of Original Policy:	February 2018
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Mandatory Revision date:	Director, University Safety
Contact:	

Policy:

The Carleton University Emergency Management and Continuity of Operations Program seeks to promote a safer, less vulnerable campus with the capacity to cope with hazards and emergencies.

Purpose:

The purpose of this policy is to ensure Carleton University:

- ◆ Develops, implements and maintains the Emergency Management and Continuity of Operations program. The Carleton University Emergency Management and Continuity of Operations Program:
 - Provides a framework for the management of emergencies, which set forth the authority and responsibilities for preparedness, prevention/mitigation, response and recovery.
 - Provides the resources and infrastructure necessary to carry out Emergency Management under the Emergency Management Plan.
 - Identifies and provides training to those university employees with designated responsibilities under the Emergency Management Plan.
 - Prepares, trains, and exercises response unit members to ensure they respond effectively to an emergency situation.
 - Informs and educates the campus community of the procedures to be followed in the event of an incident.
 - Provides timely and effective communication both internally and externally during an Emergency Incident.
 - Mitigates the long-term effects of an emergency on Carleton University's operations and mission.
 - Reviews and updates this policy and the Emergency Management Plan, as required.

Scope:

This Policy shall apply to all Carleton University departments, faculty, staff, students and others participating in protection efforts. Carleton University has adopted an all-hazards approach to emergency management, encompassing four interdependent but integrated functions: prevention/mitigation, preparedness, response and recovery.

Roles and Responsibilities:

1. The Emergency Management Officer (EMO)

The EMO is responsible for the promotion of university-wide disaster planning, mitigation, response and recovery and to maintain a constant state of emergency preparedness.

The EMO shall:

- ◆ Maintain, update and distribute the Emergency Management Plan.
- ◆ Propose modifications to the Emergency Management Plan.
- ◆ Manage the inventory and deployment of emergency equipment and the Emergency Operations Centre (EOC).
- ◆ Facilitate the requisite Incident Management System (IMS) Training to all Emergency Management Team (EMT) participants.
- ◆ Initiate and co-ordinate annual emergency exercises or simulations.
- ◆ Review and evaluate emergency response and conduct necessary debriefings with involved groups.
- ◆ Tracks the status of any corrective action required.
- ◆ Assist with and review faculties' and administrative departments' emergency notification and business continuity planning.
- ◆ Co-ordinate the activation and integration of affected Academic/Administrative Unit EMCO Co-ordinators, appropriate to the incident.
- ◆ Submit an annual report on the general emergency preparedness of the university to the Director, Department of University Safety.

2. Response Units

The composition of the Response Units will be determined by the Emergency Management Team (EMT) and will vary depending upon the type of emergency. These Emergency Units shall be responsible for conducting the front- line or support operations during the response to an emergency situation. Response Units fall under the direction of the Emergency Manager.

The Response Units are normally comprised of, but are not limited to, members from the Department of University Safety, Facilities Management and Planning/Environmental Health & Safety, Housing and Residence Life Services, Health and Counselling Services, Human Resources, Student Services and University Communications. The functional responsibilities of Response Units are identified in the Emergency Management Plan.

3. All faculty/staff shall:

- ◆ Take training required in order to fulfil their responsibilities under the Emergency Management Plan.
- ◆ Participate in Emergency Management drills organized by the university.

All students shall:

- ◆ Take awareness training provided by the university as appropriate in order to respond and follow instructions as per the Emergency Management Team and university representatives.
- ◆ Participate in Emergency Management drills organized by the university, as required.

4. All faculty/staff/students and visitors shall:

- ◆ Report Emergencies immediately to DUS at 4444 or 613-520-4444.
- ◆ Promptly follow the directions of those responsible for Emergency response during an Emergency.
- ◆ Evacuate from buildings as required by the related Fire Safety Plan and posted evacuation

instructions.

5. All Faculties and Administrative Departments

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.

Faculties and administrative departments shall develop a Business Continuity Plan (BCP). This Plan must include a list of department critical operations and/or services, a list of necessary equipment and resources, a shutdown procedure and a staff notification plan. A copy of the Business Continuity Plan shall be provided to the Emergency Management Officer. All BCP's will be annexed to the Emergency Management Plan and must be reviewed and up-dated annually.

Faculty/Departmental BCP Co-ordinators

- ◆ Ensure BC plan invocation procedures are current.
- ◆ Maintain departmental phone trees.
- ◆ Ensure the ongoing maintenance of the BCP.
- ◆ Facilitate an exercise of their BCP annually.
- ◆ Act as the faculty/departmental rep. for all BC matters.
- ◆ Attend the EOC as required.
- ◆ Maintain a log of actions taken and decisions made.

Approval Authority:

The Senior Management Committee provides leadership, commitment and assumes overall program responsibility, accountability and authority.

The Emergency and Continuity Management Policy is reviewed every five years.

The Emergency Management Plan (EMP) is reviewed annually.

Any requests for procedural changes, suggestions or recommendations to the Emergency and Continuity Management Policy or Emergency Management Plan must be submitted in writing to the Director, Department of University Safety. The Emergency Management Officer may make minor revisions or amendments to the Plan which are administrative in nature or which serve to keep the document current between annual revisions.

Related Resources:

Carleton University Emergency Management Plan

<http://www.carleton.ca/emco>