

Policy Name:	Emergency Management Policy
Originating/Responsible Department:	Office of Risk Management
Approval Authority:	Senior Management Committee
Date of Original Policy:	February 2018
Last Updated:	March 2023
Mandatory Revision Date:	March 2028
Contact:	Executive Director, Office of Risk Management

Policy Statement:

The Carleton University Emergency Management Program promotes a campus that is resilient and has the capacity to cope with hazards and emergencies in alignment with Canadian Standards Association (CSA) Z1600 standard and the National Fire Protection Association (NFPA) 1660 standard, as well as industry practices. These standards contribute to an effective program that utilizes proven processes, practices, and documentation to support the university.

Purpose:

The purpose of this policy is to establish and maintain an Emergency Management Program, as well as to identify key roles and responsibilities of campus stakeholders to support the safety of our community members; protect property and the environment; safeguard research, data, infrastructure, and the university's reputation; and mitigate interruptions to business processes and service functions.

Scope:

This policy applies to all Carleton University departments, faculty, staff, students, visitors, and any others participating in emergency management efforts. Carleton University has adopted an all-hazards approach to emergency management.

Procedure:

Carleton University will ensure that the following requirements are met:

- Develop, implement and maintain a comprehensive Emergency Management program aligned with CSA Z1600 and NFPA 1660 standards.
- Provide a framework for managing emergencies, which outlines the authority and responsibilities for preparedness, prevention/mitigation, response and recovery.
- Provide the resources and infrastructure necessary to carry out Emergency Management activities under the Emergency and Continuity Management Plan.
- Identify and provide training to university employees with designated responsibilities under the Emergency and Continuity Management Plan.

- Prepare, train, and ensure that all key stakeholders have the knowledge to respond effectively to emergency situations.
- Inform and educate the campus community about the procedures to be followed in the event of an emergency.
- Provide timely and effective communications both, internally and externally, during an emergency incident.
- Mitigate the long-term effects of an emergency on Carleton University's operations and mission.
- Facilitate after-action reporting and develop corrective action plans.
- Review and update policies, plans, and supporting documents that pertain to emergency management activities, as required.

Roles and Responsibilities:

Office of Risk Management, Emergency Management and Continuity of Operations (EMCO) Unit

EMCO is responsible for the overall program, including the development, implementation, and maintenance of all components of the program.

Emergency Management Advisory Committee (EMAC)

The EMAC is responsible for providing advice and recommendations to EMCO based on their expertise and knowledge to support and enhance the Emergency Management Program. The EMAC consists of key stakeholders representing various groups and departments across the university.

Emergency Management Steering Committee

The Steering Group provides direction and support during an emergency, including leadership oversight of Emergency Management Teams, communication flow, and decision-making as required. This group consists of members of the Senior Leadership team.

Emergency Management Teams (EMT)

The EMTs are responsible for managing aspects of the response and recovery during an emergency by providing subject matter expertise and recommendations. These teams will be responsible for coordinating response efforts through the various stages of an emergency.

Response Units

Response units consist of the Office of Risk Management, Campus Safety Services and Facilities Management and Planning. These units collaborate on efforts during all phases of emergency management in order to reduce the impact on the university.

Carleton Emergency Response Team (CERT)

CERT is a volunteer team that supports the university within the functional support areas that are identified within Carleton's Function Support Plan. Team members shall only be assigned tasks that they have been trained to support.

Community Members

Academic staff are responsible for directing students under their supervision to follow Carleton University's procedures and instructions from Carleton officials and/or responding agencies.

All Supervisory staff are responsible for directing employees under their supervision to follow Carleton university's procedures and instructions from Carleton officials and/or responding agencies.

All community members, including staff, faculty, students, contractors, and visitors, are expected to follow university procedures and instructions from Carleton officials and/or responding agencies during an emergency situation.

Contacts:

Executive Director, Office of Risk Management
Assistant Director, Emergency Management and Continuity of Operations

Related Policies:

Business Continuity and Resilience Policy
Emergency Notification System Policy
Evacuation Drills Policy
Risk Management Policy