UNIVERSITY OF MANITOBA
POLICY

Policy:	**EMERGENCY MANAGEMENT PROGRAM**
Effective Date:	November 1, 2012
Revised Date:	
Review Date:	November 1, 2017
Approving Body:	Board of Governors
Authority:	*The University of Manitoba Act,* Section 16(1)(b) Vice-President (Administration) Bylaw, Section 9 Deans of Faculties Bylaw and Directors of Schools of Faculties Bylaw, Section 2.3 Safety Management Procedures Audit and Risk Management Committee Governance document dated November 15, 2011
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Vice-President (Administration)
Application:	Board of Governors members; Senate members; Faculty/School Councils; Department Councils; Students; All University employees, student and employee organizations; Contractors working full-time on University property

Part I
Reason for Policy

Emergency and safety management is a shared responsibility which involves engaging existing governance structures to the greatest extent possible in responding to an emergency.

All Vice-Presidents, and Deans, Directors and Department Heads are accountable and accept responsibility for the supervision, direction, safety and health of areas under their authority. A key function of the Vice-President (Administration) is the development, security and maintenance of the University's property, including its lands, buildings grounds and equipment. The Vice-President (Administration) also maintains the authority and responsibility for closing the University in an emergency situation.

The Emergency Management Program Policy exists to ensure the University has procedures in place that utilize a comprehensive all-hazards approach in dealing with natural and human-induced hazards, disasters and crises that pose a risk to health and safety across the University. However it does not override the authority of local emergency services (Police, Fire, and EMS) to take action within their scope of responsibility in the event of an emergent situation for the safety and well-being of the community.

This Policy is intended to apply to general emergencies. Preparing for emergent events that could arise as a result of the specialized operations of a single department or faculty will remain the responsibility of that department or faculty, working in conjunction with the Office of Risk Management.

Part II
Policy Statement

2.1 Introduction

2.1.1 The University of Manitoba recognizes the need to be prepared for major emergencies and disasters in order to minimize the impact on students, faculty, staff, operations, environment and damage to property. The primary goals of emergency management are:

- to provide an effective response to major emergencies and disasters.
- to promote measures designed to facilitate continuity and the resumption of normal operations within the shortest time period.

2.1.2 The University's Emergency Management Program will use an all-hazards approach encompassing the four (4) basic pillars of emergency management: preparedness, prevention/mitigation, response and recovery.

2.2 Definitions

2.2.1 "All-hazards approach" means a strategy for the prevention, mitigation, preparedness, response, continuity and recovery that addresses a full range of threats and hazards, including natural, human caused, and technology-caused.

2.2.2 “Business Continuity” means an ongoing process to ensure the necessary steps are taken to identify the impact of potential losses and maintain viable recovery strategies, recovery plans and continuity of services.

2.2.3 “Disaster/Emergency Management” means on ongoing process to prevent, mitigate, prepare for, respond to, maintain continuity during, and recover from an incident that threatens life, property, operations or the environment.

2.2.4 “Emergency Management Program” means a comprehensive program administered by the Office of Risk Management under the control of the Vice-President (Administration).

2.2.5 “Emergency Response Plan” means the University of Manitoba emergency plans and related annexes which together comprises the primary guiding document for the University response to an event and recovery from an event.

2.3 Office of Risk Management

2.3.1 The Office of Risk Management, under the direction of the Vice-President (Administration), will administer the Emergency Management Program, developing an all hazards Emergency Response Plan, draft procedures, and ensure that periodic reviews, testing and evaluation of the Emergency Response Plan take place.

2.3.2 The Associate Vice-President (Facilities) and Chief Risk Officer, in conjunction with the Risk Management and Emergency Planning Committee, shall establish and maintain an effective emergency preparedness program utilizing regular meetings, training, communications, and exercises under the direction of the Vice-President (Administration).

2.3.3 The Associate Vice-President (Facilities) and Chief Risk Officer, will prepare, submit and present regular reports to the Board of Governor’s Audit and Risk Management Committee on risk management, business continuity, insurance issues and emergency preparedness activities.

2.4 Risk Management and Emergency Planning Committee

2.4.1 The Associate Vice-President (Facilities) and Chief Risk Officer, is the Chair of the Risk Management and Emergency Planning Committee that is charged with coordinating risk management and emergency preparedness activities and procedures across the University.

2.4.2 The Risk Management and Emergency Planning Committee shall include the University personnel who have the expertise, the knowledge of the University, and the capability to identify resources for all key functional areas within the University.

Part III
Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.

3.2 The Vice-President (Administration) is responsible for ensuring compliance with this Policy.

Part IV
Secondary Documents

4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.

4.2 Vice-President (Administration) may approve Procedures which are secondary to and comply with this Policy.

Part V
Review

5.1 Formal Policy reviews will be conducted every five (5) years. The next scheduled review date for this Policy is November 1, 2017. This schedule is consistent with the Federal, Provincial and Territorial government's five (5) year review as outlined in the document: An Emergency Management Framework for Canada, 2nd edition (2011).

5.2 In the interim, this Policy may be revised or rescinded if:

(a) the Approving Body deems necessary; or

(b) the relevant Bylaw, Regulations or Policy is revised or rescinded.

5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

(a) comply with the revised Policy; or

(b) are in turn rescinded.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes:

(a) Emergency/Crisis Response (July 22, 1993)

(b) Bomb Threat Response (November 1, 1990)

Part VII
Cross References

Audit and Risk Management Committee Governance document dated November 15, 2011

Health and Safety Policy and related Procedures

Emergency Management Program Procedures

Emergency Response Plan and related Annexes

Enterprise Risk Management Policy and related Procedures

Closing the University Policy