UNIVERSITY OF MANITOBA
PROCEDURE

Procedure:	**EMERGENCY MANGEMENT PROGRAM**
Parent Policy:	Emergency Management Program Policy
Effective Date:	November 1, 2012
Revised Date:	
Review Date:	November 1, 2017
Approving Body:	Vice-President (Administration)
Authority:	Emergency Management Program Policy
Responsible Executive Officer:	Vice-President (Administration)
Delegate: **(If applicable)**	
Contact:	Associate Vice-President (Facilities) and Chief Risk Officer
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 Procedure

These Procedures outline a consistent philosophy and framework for dealing with the management of emergencies across the University utilizing an all hazards approach, based on standard and accepted emergency management principles.

Part II
Procedures

2.1 Definitions

2.1.1 All terms used as definitions in these Procedures and related Emergency Response Plan and annexes shall have the meaning given to them in the Policy.

2.2 Procedures for the Emergency Management Program

2.2.1 The Associate Vice-President (Facilities) and Chief Risk Officer, is responsible for the Emergency Management Program and is authorized to develop, implement and administer, evaluate, and maintain the program.

2.2.2 The Associate Vice-President (Facilities) and Chief Risk Officer, will chair the Risk Management and Emergency Planning Committee.

2.2.3 The Risk Management and Emergency Planning Committee will be responsible for providing input for, and/or assist in, the coordination of the preparation, development, implementation, evaluation and maintenance of the program.

2.2.4 The Risk Management and Emergency Planning Committee shall include the following:

- Vice President (Academic) & Provost
- Director and Associate, Office of Risk Management
- Director and Assistant Director, Security Services
- Director, Environmental Health & Safety
- Director and Assistant Director, Physical Plant
- Chief Information Officer (CIO), Information Services & Technology
- Director/Legal Counsel, Office of Fair Practices & Legal Affairs
- Executive Director, Student Services/Student Affairs
- Director, Marketing Communications Office

2.3 Emergency Response Manager

2.3.1 Within the Risk Management and Emergency Planning Committee, there is an Incident Management Team established to deal with communication and first response issues.

2.3.2 An Emergency Response Manager, available 24/7, is rotated monthly between members of the Incident Management Team.

2.3.3 In the event of an in-progress critical emergency the Director, Security Services or, if after hours, the Emergency Response Manager, shall initiate whatever response plan he/she deems necessary and shall co-ordinate the University's on-scene response to the incident.

2.3.4 In the event there is advance warning of an emergency/disaster, the Vice-President (Administration) shall initiate whatever response plan he/she deems necessary, including the closing of the University, and shall convene the Risk Management and Emergency Planning Committee for advice and direction.

2.3.5 The Vice-President (Administration) will designate an individual to act in his/her behalf in respect of this procedure during any prolonged absences from the University.

2.4 Emergency Plans and Business Continuity

2.4.1 The Emergency Response Plan and related annexes will be part of the University's Emergency Management Program.

2.4.2 All Departments and Faculties shall prepare for emergent events that could arise as a result of the specialized operations of their department or faculty, including appropriate business continuity plans.

2.4.3 All Deans, Directors and Department Heads shall be familiar with the contents of the Emergency Response Plan and related annexes. Risk assessments should be completed to ensure that appropriate emergency procedures are in place for areas under their authority, including the following:

- All necessary precautions to protect people, critical research, animals, irreplaceable computer records, archives, valuable materials and equipment within their areas;

- Maintaining appropriate emergency contact lists for all personnel;

- Contingency plans are in place for all essential business functions; an

- Guidelines for providing critical information to the Emergency Response Manager during an emergency.

2.4.4 All University employees, students and visitors shall, in the event of an emergency, implement the appropriate measures as described in the emergency plan and related annexes.

2.4.5 The Emergency Response Plan and individual faculty and departmental business continuity plans shall be consistent with the mission, vision and values of the University.

2.4.6 Emergency planning will take into account natural hazards in addition to intentional or unintentional human-caused and technology-related events based on a risk matrix.

2.4.7 Key stakeholder identification, analysis and involvement shall take place as part of the planning and risk matrix process.

2.4.8 Plans will identify functional roles, lines of authority, succession and delegation of authority as well and possible interfaces with external stakeholders such as police, fire, emergency medical services (EMS) and emergency management organizations.

2.4.9 Plans will be made available to all stakeholders.

2.4.10 Plans will be created so that validation and testing is possible and in a manner where testing outcomes are measurable.

2.4.11 Plans will include a testing schedule of at least once a year.

2.4.12 The Emergency Response Plan will have a five (5) year review date.

2.4.13 Revision dates will be clearly noted on the plans.

2.4.14 Plans will be written in accordance with University instructions relating to the drafting of governing documents.

Part III
Accountability

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

3.2 The Vice-President (Administration) is responsible for ensuring compliance with these Procedures.

Part IV
Review

4.1 Formal Procedure reviews will be conducted every five (5) years. The next scheduled review date for these Procedures and related Plans and Annexes is November 1, 2017.

4.2 In the interim, these Procedures may be revised or rescinded if:

a) the Approving Body deems necessary; or

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

Part V
Effect on Previous Statements

5.1 This Procedure supersedes the following:

a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and

b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and

c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

Part VI
Cross References

Audit and Risk Management Committee Governance document dated November 15, 2011
Health and Safety Policy and related Procedures
Emergency Management Program Policy
Emergency Response Plan and related Annexes
Enterprise Risk Management Policy and related Procedures
Closing the University Policy