



<b>EMERGENCY MANAGEMENT PROCEDURE</b>			
<b>Procedure Type:</b>	Management	<b>Initially Approved:</b>	May 28, 2024
<b>Procedure Sponsor:</b>	General Counsel and University Secretary	<b>Last Revised:</b>	
<b>Primary Contact:</b>	Chief Safety, Risk and Employee Wellness Officer	<b>Review Scheduled:</b>	May 28, 2024
<b>Approver:</b>	Executive Leadership Team		

**A. PROCEDURES**

**1. EMERGENCY RESPONSE LEVELS**

- 1.1 Level 1: an Incident or minor Emergency with impacts limited to one area of the University. Health and safety and reputation impacts and Disruption to services and programs are minimal. Internal resources are likely sufficient to manage the Emergency, with possible involvement of Emergency services. A level 1 Emergency does not require EOC activation.
- 1.2 Level 2: an Emergency affecting the health and safety of the campus community and may cause reputational impacts, significant damage to property, or limited Disruption of services and programs. Emergency services are likely required and mutual aid or other external assistance may also be required to manage the Emergency. A Level 2 Emergency may require a partial or full EOC activation.
- 1.3 Level 3: an Emergency that could cause significant impacts to health and safety, property, and the University's reputation as well as Disruption to multiple services and programs. A coordinated Response by the University, Emergency services, and outside agencies is likely. A Level 3 Emergency requires EOC activation.

**2. INCIDENT MANAGEMENT TEAM**

- 2.1 The Incident management team is responsible for the on-site tactical management of an Incident or Emergency, with the objective of resolving an Incident or Emergency as quickly as possible.
- 2.2 Once active, the Incident management team will:
  - a. notify and brief the University's Director, Communications;
  - b. notify the Emergency Operations Centre (EOC) Director of a Level 2 or 3 Emergency or when additional resources are required to manage impacts to the University; and
  - c. provide updates at regular intervals to the EOC.

### 3. EMERGENCY OPERATIONS CENTRE

3.1 The Emergency Operations Centre (EOC) is responsible for the direction and control of Emergency Management activities at the strategic level, with the objective of supporting the Incident management team to resolve the Emergency as quickly as possible.

#### 3.2 Activation

a. When notified of a Level 2 or Level 3 Emergency or upon request by the Executive Leadership Team (ELT) to activate the EOC, the EOC Director will assess the situation and determine if a partial or full EOC activation is required. EOC activation includes:

- i. initiating a callout to all required EOC members;
- ii. notifying ELT that the EOC has been activated; and
- iii. activating the Crisis Communications Team.

#### 3.3 Operation

a. When activated, the EOC assumes decision making authority (subject to Emergency Approval Thresholds), with regard to:

- i. resource and budget allocation;
- ii. approval of internal and external communications;
- iii. building closures and suspension of campus activities; and
- iv. liaising with internal and external stakeholders and activating internal continuity plans and strategies, as required.

b. The EOC Director is responsible for:

- i. managing of the EOC during an activation by coordinating the efforts of EOC members and ensuring that the Response is being managed effectively;
- ii. providing updates at regular intervals to ELT and making recommendations or requesting approval (when required) on matters relating to the Emergency.

#### 3.4 Deactivation

a. The EOC may be deactivated by the EOC Director or by any member of ELT.

b. Criteria considered for deactivation include:

- i. resolution of the Emergency;
- ii. the Incident management team is deactivated; or
- iii. the needs of the Emergency have been addressed, potential to escalate has been minimized, and Recovery activities are underway.

**4. Authority**

4.1 Decision making authority pertaining to the Emergency is delegated to the EOC Director at the time the EOC is activated until it is deactivated, according to the Emergency Approval Thresholds.

4.2 Emergency Approval Thresholds

<b>Approval Type</b>	<b>EOC Director</b>	<b>Executive Leadership Team</b>
<b>Financial</b>	Single expenditure up to \$100,000 Cumulative expenditures up to \$250,000	Single expenditures over \$100,000 or cumulative expenditures over \$250,000, up to \$5 million Ransom or ransomware payments, regardless of amount
<b>Communications</b>	Approval of all internal and external communications	
<b>Temporary Suspension of Campus Activities</b>	Activities deemed Necessary, Desirable, or Deferrable Functions	Activities deemed Critical Functions Any suspension of academic activities
<b>Building Closures</b>	Any building closure required for tactical management of the Emergency, including avoiding immediate adverse effect(s) in terms of loss of life, personal injury, or loss of property	Building closures not required for tactical management of the Emergency but may cause significant financial, operational, or reputational impacts to the University
<b>Campus Closure</b>	Must be approved by the President or designate, regardless of duration	

## 5.0 DEFINITIONS

- |      |                                  |   |
|------|----------------------------------|---|
| (1)  | <b>Critical Function</b>         | a process, service, or activity normally performed by a department or faculty that, if disrupted, risks immediate adverse effect(s) in terms of loss of life, personal injury, loss of property, and/or the University's ability to maintain services essential to its mission. |
| (2)  | <b>Deferrable Function</b>       | a process, service, or activity normally performed by a department or faculty that can be deferred up to one month or until the Disruption is resolved (whichever is less), following resumption of Desirable Functions.  |
| (3)  | <b>Desirable Function</b>        | a process, service, or activity normally performed by a department or faculty that should be resumed at some point after initial Response and Recovery activities are underway, following resumption of Necessary Functions   |
| (4)  | <b>Disruption</b>                | an interruption of normal operations or processes.  |
| (5)  | <b>Emergency</b>                 | a present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety, or welfare of people or to limit damage to property or the environment. (CSA Z1600-17)   |
| (6)  | <b>Emergency Management</b>      | an ongoing process to prevent, mitigate, prepare for, respond to, and recover from an Incident or Emergency.  |
| (7)  | <b>Executive Leadership Team</b> | the President, Vice-Presidents, and other support staff as deemed necessary.  |
| (8)  | <b>Incident</b>                  | A situation that might be, or could lead to, a Disruption, loss, or Emergency. (CSA Z1600-17)   |
| (9)  | <b>Necessary Function</b>        | a process, service, or activity normally performed by a department or faculty that should be resumed within one week, following resumption of Critical Functions.   |
| (10) | <b>Recovery</b>                  | activities and programs designed to return conditions to a level that is acceptable to the University following an Emergency.   |
| (11) | <b>Response</b>                  | actions taken during or immediately after an Emergency or significant business Disruption for the purpose of managing the consequences.   |
| (12) | <b>University</b>                | means Mount Royal University  |

#### 4.0 RELATED POLICIES

- Contractual Signing Authority Policy
- Emergency and Continuity Management Policy
- Enterprise Risk Management Policy
- Environmental Health and Safety Policy

#### 5.0 RELATED LEGISLATION

- *Occupational Health and Safety Act, Alberta*
- *Occupational Health and Safety Code, Alberta*

#### 6.0 REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
New Procedures				Board of Governors