



EMERGENCY AND CONTINUITY MANAGEMENT POLICY

Policy Type:	Management	Initially Approved:	May 28, 2024
Policy Sponsor:	General Counsel and University Secretary	Last Revised:	
Primary Contact:	Chief Safety, Risk and Employee Wellness Officer	Review Scheduled:	May 28, 2029
Approver:	Board of Governors		

A. OVERVIEW

Mount Royal University (the “University”) recognizes that Emergencies and Disruptions can profoundly impact the ability of the University to achieve its mission. Emergency and Continuity Management enables the University to maintain delivery of teaching and learning experiences and strengthen the Mount Royal University community.

B. PURPOSE

This Policy outlines the principles and framework required for a comprehensive and integrated Emergency and Continuity Management program at the University.

C. SCOPE

This Policy applies to all members of the University community.

D. POLICY STATEMENT

1. GENERAL PRINCIPLES

- 1.1 The Department of Safety, Risk and Employee Wellness will provide subject matter expertise and advice in matters relating to Emergency and Continuity Management across the University.
- 1.2 Emergency and Continuity Management activities at the University are prioritized to:
 - a. Minimize loss of life, injury, and property damage;
 - b. Protect critical facilities, equipment, records, and assets;
 - c. Mitigate the duration and severity of Disruptions due to an Emergency; and
 - d. Ensure continuity or timely resumption of Critical Functions.

2. EMERGENCY AND CONTINUITY MANAGEMENT PROGRAM

- 2.1 The Emergency and Continuity Management Program is aligned with and supports the University’s values and goals and as such, the implementation and maintenance of the Program are institutional priorities.

- 2.2 The University maintains an Emergency and Continuity Management Program that defines the administrative structures and processes to manage Emergencies and Disruptions, in alignment with Canadian Standards Association (CSA) Z1600 standard and industry best practices. The Program comprises the following elements:
- a. Prevention and Mitigation, including Hazard identification and Risk assessments, and the development of strategies to prevent or mitigate the impact of Incidents, Emergencies and Disruptions.
 - b. Preparedness, through the development and maintenance of an institutional Emergency and Continuity Management Plan (“the Plan”) that includes:
 - i. defined Emergency thresholds and notification/escalation procedures;
 - ii. assignment of roles, responsibilities, accountabilities, and levels of authority during Response activities;
 - iii. plans for timely and effective communications during an Emergency, including emergency notification and crisis communications plans; and
 - iv. Emergency awareness and education for all members of the campus community.
 - c. Response, which includes all actions taken during or immediately after an Emergency to manage its consequences, including internal and external communications to University stakeholders. These actions form a continuum from immediate Response to Recovery and follow the Emergency and Continuity Management priorities. Incident and Emergency Response structures are scalable and adaptable to individual scenarios. These structures include the Incident management team and the Emergency Operations Centre (EOC) team.
 - i. The Incident management team is responsible for on-site tactical management of Incidents and Emergencies and notifying the EOC Director of an Emergency that requires or may require EOC activation.
 - ii. The Emergency Operations Centre (EOC) team is responsible for the direction and control of Emergency Management activities at the strategic level, including:
 - 1. assuming authority with regard to strategic decision making, resource and budget allocation, and communications approval as they pertain to the Emergency; and
 - 2. assuming EOC-specific roles and responsibilities that are independent of and distinct from each individual’s day-to-day University operational role.
 - d. Recovery, which includes activities designed to return conditions to a level acceptable to the University following an Emergency. Recovery activities may include:
 - i. planning for the resumption of services and activities not maintained during the Response;

- ii. communicating with University stakeholders; and
- iii. conducting Recovery assessments, re-evaluating plans, and updating documentation accordingly.

DEFINITIONS

(1) Continuity management	an integrated process involving the development and implementation of activities that provides for the continuation and/or recovery of critical service delivery and business operations in the event of a disruption.
(2) Critical Function(s)	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.
(3) Disruption(s)	an interruption of normal operations or processes.
(4) Emergency(ies)	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.
(5) Emergency management	an ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident.
(6) Executive Leadership Team	the President, Vice-Presidents, and other support staff as deemed necessary.
(7) Hazard(s)	a potentially damaging physical event, phenomenon, or human activity that could cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.
(8) Incident(s)	a situation that might be, or could lead to, a disruption, loss, or emergency.
(9) Mitigation	the actions taken proactively to reduce the Risks and impacts posed by incidents.
(10) Plan	the Emergency and Continuity Management Plan
(11) Policy	the Emergency and Continuity Management Policy
(12) Preparedness	measures taken in advance of an incident to ensure an effective response and recovery.
(13) Prevention	measures taken to avoid an incident or stop it from occurring.
(14) Program	the Emergency and Continuity Management Program

- (15) **Recovery** activities and programs designed to return conditions to a level that is acceptable to the University following an emergency.
- (16) **Response** the actions taken during or immediately after an emergency or significant business disruption for the purpose of managing the consequences.
- (17) **Risk** is the effect of uncertainty on objectives.
- (18) **University** means Mount Royal University.

E. RELATED POLICIES

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

F. RELATED LEGISLATION

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

G. RELATED DOCUMENTS

- Emergency Management Procedure
- Canadian Standards Association (CSA) Group Z1600-17: Emergency and continuity management program

H. REVISION HISTORY

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