

Draft Policy for Consultation
Emergency Management Policy
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Memorial University of Newfoundland

Emergency Management

Approval Date: 2011-05-19

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Authority:

The President

Purpose

To provide a framework for the management of emergencies, which sets forth the authority and responsibilities for university preparedness, prevention/mitigation, response, and recovery from all-hazards emergencies.

Scope

All members of the university community who teach, conduct research, study or work at or under the auspices of the university.

Definitions

Emergency — An event/threat or an impending situation that constitutes a danger of major proportions that could affect the health, safety, and well-being of individuals; cause damage to infrastructure and/or could impact teaching, research activities, and the reputation of the university.

Emergency Management Program — The Program. All emergency, safety related functional subplans, policies, procedures and protocols; any human/financial resources; marketing messages; Information Technology Services hardware and software; training programs; etc., which collectively address the responsibilities associated with the four strategic pillars of emergency management.

EMPG — Emergency Management Planning Group. A group designated per campus to direct and develop the plan, draft procedures, and ensure that periodic reviews, testing and evaluation of the plan take place.

University — Memorial University of Newfoundland.

Policy

The University's Emergency Management Program shall comprise the various structures, tools and protocols for the management of emergencies.

The President's Executive Council (PEC) shall have overall responsibility for the Emergency Management Program.

The Program requires that all campuses of Memorial, including its satellite offices, have a comprehensive all-hazards emergency plan which encompasses the four strategic pillars of emergency management: **preparedness, prevention/mitigation, response, and recovery**. These four components of emergency management and the objectives for the university are as follows:

Preparedness: The University will develop and maintain all-hazards emergency management plans for each of its campuses, including threat specific functional sub-plans. The campus emergency management plans will define the responsibilities of all university personnel, provide procedural direction for threat specific incidents, and outline strategies by which to educate and train the university community. These plans will be supported by the guiding principles of emergency management. Components of these Emergency Management Plans will be tested at least once annually and adjusted accordingly.

Prevention/Mitigation: The University will complete a hazard analysis of potential threats at each of its campuses every even numbered year; it will identify mitigation strategies which enhance the university's current capability to lessen any impact from potential threats. The University will ensure business continuity plans are developed and managed by academic/administrative offices of the University which identify time critical services and assets of the University which will need to be maintained during a response to any emergency.

Response: The University will define response operations; implement a three level response protocol, including an activation response flowchart; provide an incident management response system and protocols; and identify the responsibilities of the campus emergency response teams. The University will ensure the plans include emergency notification procedures for students, faculty, and staff. The functional sub-plans will identify administrative and academic response services and/or programs which may be required in a response (e.g. emergency housing services for on campus students).

Recovery: The University will ensure that psychological and emotional support programs and services are available for the campus community if required. The University will identify procedures to restore the university to normal operations as quickly as possible, ensuring time critical services identified under the academic/administrative business continuity plans are a priority. The University will engage community assistance and/or respond to any community impact if required. The University will ensure that any litigation and insurance issues related to an emergency are addressed and a post incident review is conducted.

Each campus shall have an EMPG, which reports to the President's Executive Committee. Each campus EMPG has responsibility for the campus-specific Emergency Management Plan.

The EMPG is responsible for annual reviews of the Emergency Management Program.

Related Documents

Information on Emergency Management at each campus can be found at the following links:

- [St. John's Campus](#)
- [Marine Institute Campus](#)
- [Grenfell Campus](#)
- [Harlow Campus](#)

For inquiries related to this policy:

St. John's Campus - Office of the Vice-President (Administration, Finance and Advancement):
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Grenfell Campus - Office of the Vice-President (Grenfell Campus): 709-639-6551

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Sponsor: Vice-President (Administration, Finance and Advancement)

Category: Operations