# EMERGENCY MANAGEMENT PLAN
**(revised June 2012)**

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The University of Regina, like any other large organization, is potentially subject to natural, technological and man-made emergencies that could threaten the campus community, core academic mission, institution and environment. The University of Regina Emergency Management Plan establishes a framework to ensure that the University is prepared to deal with such events.

The plan describes the roles and responsibilities of units and individuals as well as their relationships with the City of Regina Emergency Response agencies that may provide support should the emergency warrant community assistance.

The plan unifies the efforts of University of Regina units to provide for a comprehensive approach to respond to and to reduce the impact of emergencies.

This plan supplements the Emergency Preparedness Guide and the Emergency Response Procedures Manual which provides procedures for specific types of emergencies that may occur at the University of Regina.

The success of any emergency response is dependent upon the experience, training, and cooperation of the people who actively participate in the planning and response.

1. Objectives and Priorities
   
   The objective of this plan is to describe the organization, resources, coordination and communications necessary to ensure the continued operations of the University of Regina under any emergency situation. The plan recognizes the University’s responsibilities and prescribes actions to be taken by respective units, faculty, administrators, students and employees within the University of Regina.

   Operational Objective
   The operational objective of the University of Regina’s Emergency Management Plan is to provide an organized and coordinated response to small and large emergencies, major emergencies or disasters that can affect the University or the City of Regina. The response may require the use of all the University’s resources and require that the University’s activities be coordinated with the City of Regina, other levels of government and support organizations.

   Primary Objectives
   The primary objective of the University of Regina’s Emergency Management Plan is to enable the University and assist others to:
   - protect lives and property.
   - minimize the effects of emergencies, major emergencies or disasters.
   - provide continuity of University administration and programs.
   - facilitate and expedite restoration of facilities.
   - coordinate provision of emergency assistance to victims.
**Priorities**

In any emergency situation, the University of Regina’s emergency response will be guided by the following priorities:

- **People**
  
  Without question, the University of Regina’s highest priority is the safety and well-being of those who study, live, work, and visit within the University of Regina community.

- **Other priorities**
  
  Adjustment within these categories may be necessary depending on the context of a particular emergency.
  - Buildings used by dependent populations:
    - Residences, occupied classrooms, laboratories, offices, child-care centres, occupied auditoriums, gymnasiums, and special event venues
  - Buildings critical to health and safety:
    - Medical facilities, emergency food supplies, sites containing potential hazards
  - Facilities that sustain emergency response:
    - Energy systems and utilities, communications systems, computer installations, transportation systems
  - Classrooms, research, and administration buildings:
    - Occupied and unoccupied rooms and buildings intended to support the University of Regina’s academic mission should be protected by any means that do not require the members of the University of Regina community to assume undue risk to their own safety

**2. Review and Assessment**

In accordance with the University’s Emergency Management Policy, the Emergency Management Committee will review the Emergency Management Plan, participate in drills and/or exercises, and recommend improvements. In addition, the Emergency Management Committee will ensure the Emergency Management Plan is formally reviewed at least once every three years.

**Authority**

The Emergency Management Policy #20.105.30 provides the authority for emergency planning. That policy authorized the establishment of an Emergency Management Committee to develop and review the University of Regina Emergency Management Plan.

At the University of Regina the Director of Emergency Operations has the authority to direct and control Level 2 and 3 emergency response operations, including the authority to:

- activate a Level 2 or 3 emergency response.
- evacuate the University in whole or in part.
- authorize expenditures required to respond to an emergency.
- take such action as is necessary to achieve the objectives of the Emergency Management Plan in accordance with its implementation principles.
Supporting Documentation

University of Regina Emergency Management Policy – This is the overarching Emergency Preparedness Policy document and can be accessed at: http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010EmergMgmtPolicy.pdf

University of Regina Emergency Preparedness Guide – This is a quick reference guide of University Emergency procedures for faculty and staff.

Student Safety Guide – This is a brochure created with quick reference for students. Copies in multiple languages can be accessed at http://www.uregina.ca/hr/hse/student-safety/index.html.

University of Regina Emergency Response Procedures Manual – These are Internal Emergency Operational Procedures including the University of Regina Emergency Closure Procedures. See appendix 1 for a list of specific procedures.

University of Regina Emergency Preparedness Unit Plans – These are Unit Level Emergency Plans as a reference for faculty/admin unit employees and members of the Emergency Operations Centre. Each unit’s plan is retained in that unit.

Key Terms and Roles

Unit Operations Centre (UOC) is a Unit level Operations Centre that dependent upon the nature of the emergency may be activated for specific departments or faculties on campus (e.g. Facilities Management, Faculty of Science, Human Resources). The Unit Operations Centres coordinate with the Emergency Operations Centre to facilitate effective communications and information transfer within the University. UOC’s may also be accessed to provide needed resources and supplies to the Site Response Team via the Incident Commander.

Director of Emergency Operations (DEO) is the Vice-President (Administration). In the absence of that person or during a long term incident the Director of Emergency Operations position will be assumed by the Associate Vice-President (Facilities Management) or the Associate Vice-President (Human Resources), in that order or such other person as the Vice-President (Administration) may appoint. The Director of Emergency Operations is also the chair of the Emergency Management Committee.

Emergency is an urgent and/or critical situation that threatens or causes harm to people, the environment, and University property and/or disrupts critical operations.

Emergency Management is the universal term for the systems and processes for mitigating, preparing for, responding to, and recovering from emergencies and disasters.

Emergency Management Committee is a committee that reviews and provides recommendations on matters related to emergency planning at the University of Regina.
Membership:
- Vice-President (Administration)/Director of Emergency Operations (Chair)
- Vice-President (Academic)
- Vice-President (Research)
- Vice-President (External Relations)
- Associate Vice-President (Financial Services)
- Associate Vice-President (Human Resources)
- Associate Vice-President (Facilities Management)
- Associate Vice-President (Student Affairs)
- Director of Communication Infrastructure/Information Technology Officer
- Director, Health, Safety & Environment /Emergency Management Coordinator
- Director, Communications (External Relations)
- Director, Campus Security (Facilities Management)
- Emergency Planning Consultant (Human Resources)/Operations Officer
- Other unit or agency representatives as required upon the call of the Chair

Emergency Management Coordinator is the Director of Health, Safety, & Environment. When made aware of a Level 2 or 3 emergency assists, with the implementation of the Emergency Management Plan and will act as the Administrative Manager of the University Emergency Operations Centre (UEOC).

Emergency Operations Centre Group is a core group comprised of individuals from the Emergency Management Committee who in the event of an Emergency attend to the University Emergency Operations Centre (when activated). This group may expand or contract dependent upon the specific needs of an emergency.

Emergency Response Team is comprised of trained individuals authorized by the Director of Emergency Operations that possess the knowledge, experience and training to safely respond to an emergency situation utilizing the incident command system. Campus Security staff, Health, Safety & Environment staff, designated Facilities Management staff, and designated Communications staff are the primary emergency response personnel to all emergencies at the University of Regina.

Emergency Services are services that are necessary to enable the University to prevent: danger to life, health or safety; the destruction or serious deterioration of machinery, equipment or premises; or, serious environmental damage.

Emergency Services Personnel are University of Regina employees who are necessary to provide services to enable the University to prevent danger to life, health or safety; the destruction or serious deterioration of machinery, equipment or premises; or serious environmental damage.

Emergency Wardens participate in emergency evacuations and are available to assist in other emergency procedures. Each building has one Chief Building Warden designated as well as Emergency Wardens for each floor.

Incident Command System is a standardized on-scene emergency management system specifically designed to allow the University to adopt an integrated and organized structure equal to the complexity and demands of single or multiple incidents and large and small emergencies.
**Incident Commander** has the overall authority for emergency site management of any University of Regina emergency. Responsibilities include directing, communicating, and coordinating the University of Regina Emergency Response Team on site and initiating any additional responses. The University Incident Commander will be the University liaison with any City of Regina or external emergency response agencies.

**Incident Command Post** is a temporary headquarters established at or near the scene of an emergency to coordinate all units or emergency agencies responses at the scene.

**Information Technology Officer is the Director of Communications Infrastructure.** The Information Technology Officer, when made aware of a Level 2 or 3 emergency, will report to the UEOC to coordinate computer systems and communications technology to facilitate the rapid dissemination of information throughout the emergency.

**University Emergency Operations Centre (UEOC)** is a central location on campus where the Emergency Management Committee will convene to manage an emergency situation. The UEOC can be activated at any time in whole or in part for a Level 1, Level 2 or Level 3 emergency. It is the responsibility of the Director of Emergency Operations to determine whether the UEOC is activated.

### Planning Concepts

1. **Emergency Response Levels**
   The University of Regina Emergency Management Plan includes three levels of emergency response:
   - Day-to-Day Emergency (Level 1)
   - Major Emergency (Level 2)
   - Disaster (Level 3)

   The University of Regina will respond to each level of emergency with a particular response as follows:

   **Level 1 Response - Day-to-Day Emergency** - An incident that can be handled by the normal operational staff of the University (Facilities Management staff, Campus Security, Health, Safety & Environment, External Relations) where operational procedures and local resources are adequate. The University’s Emergency Response Team is notified and attends. The University Emergency Operations Centre (UEOC) is activated if required.

   **Level 2 Response - Major Emergency** - An incident that would require several functional units within the plan to be activated and coordinated (e.g. major fire, dangerous weather, civil disturbance, building collapse). The University’s Emergency Response Team is notified and will respond. The University Emergency Operations Centre (UEOC) is activated to provide support and coordination.

   **Level 3 Response - Disaster** - An emergency of such magnitude that it affects the city of Regina in whole or in part requiring the city to enact a State of Local Emergency (e.g. tornado, chemical
spill evacuation, major blizzard). As in the Level 2 Response, the University of Regina will activate the UEOC if required; to not only provide support and coordination to the University but to also coordinate its efforts with the City of Regina’s Emergency Operations Centre.

2. Planning and Implementation Principles
The following principles guide the Emergency Management Plan:

- Emergency management is the responsibility of all units of the University of Regina.
- Earliest possible warning of an emergency must be given to responsible University persons and other external persons who may be involved.
- Some advance preparation must be completed to identify potential hazards and available resources and to plan measures to ensure a quick and coordinated response.
- Speedy mobilization of human and material resources is required.
- Coordination of all operations is vital.
- Communication procedures are required for the acquisition, collation, and dissemination of accurate information.
- Facilities Management staff, Campus Security staff, Health, Safety & Environment staff and Emergency Wardens are usually the first to be aware of an emergency. They will be the first authorities at the scene. Their assessment of the situation and subsequent initiation of emergency procedures is a fundamental responsibility.
- All key persons are responsible to know and fulfill, or be prepared to fulfill any additional responsibilities that may be assigned under safety-related University policy and procedures.

To minimize the adverse effect of any emergency, emergency preparedness and coordination may be accomplished by:

- identifying and using the existing University administration structure, areas of responsibility and relevant policies and procedures to the extent possible.
- utilizing all resources effectively.
- identifying the procedures and coordination necessary to request aid from the City of Regina, other governments, and support organizations should an emergency occur that goes beyond the capabilities of the University to respond.
- complying with existing municipal, provincial, and federal regulations, statutes, and bylaws.
- providing a risk analysis of the types of emergencies that pose the greatest threat to life and property at the University of Regina.
- establishing procedures for direction, control, and coordination of emergency response operations appropriate to type, magnitude, and phase of the emergency or disaster.
- providing procedures for dissemination of emergency information to all units of the University and to the public, including use of the Autodialer media and other communication methods.
- establishing procedures to feed, clothe, and provide lodging and related services to those requiring it.
- establishing an adequate damage analysis system for decision making, direction, control, and reporting.
- providing instruction to staff and students on emergency procedures and facilities.

To accomplish the planning and implementation principles, the University will utilize the Incident Command System (ICS).
Specific positions have been identified within the plan that require a “designate” be assigned when the primary person responsible is absent. These positions are denoted by the inclusion of an asterisk “*” directly behind their title.

Responsibilities

All members of the University of Regina community including faculty, staff and students have responsibilities as defined in the Emergency Management Policy #20.105.30.

The University of Regina Emergency Response Team

Response to emergencies on campus is based on a team approach utilizing the Incident Command System. It is important to recognize that initial notification of an emergency may come through a variety of sources such as but not limited to 911, Fire Alarms, or a phone call to Campus Security or other member of the Emergency Response Team. In the majority of emergency situations it is likely Campus Security will be the initial point of contact. Activation procedures are written utilizing this assumption recognizing however, that in some situations initial notification may be from an alternate source.

1. Campus Security receives notification that an incident has occurred.
   a. If necessary Chief Building Wardens or Emergency Wardens may have already initiated a building evacuation (e.g. fire). In this case the Chief Building Warden or designate will assume the role of Incident Commander until Campus Security arrives.

2. Upon arrival on scene a member of Campus Security will assume control as the Incident Commander.

3. Campus Security will evaluate the nature of the incident. If Campus Security determines the situation to be an Emergency, the Incident Commander will do the following:
   a. Ensure the Emergency Response Team is called to the scene.
   b. Notify the Director of Campus Security or designate to attend the scene.
   c. Upon their arrival the Director of Campus Security or designate will assume the role of the University of Regina Incident Commander.
   d. Ensure the Director of Emergency Operations is briefed on all situations as required.
   e. Maintain a log of activities related to the emergency.

4. Upon arrival at the site the Emergency Response Team will consult to:
   a. Assess the incident.
   b. Establish an Incident Command Post.
   c. Ensure the Incident Command System processes are utilized to mitigate the effects of the Emergency.
   d. Ensure the Vice President Administration/Director of Emergency Operations is briefed on the circumstances and notified that the Emergency Response Team has been activated.
   e. Confirm an appropriate Incident Commander.
Establishing the University of Regina Incident Command Post

The University of Regina Emergency Response Team will form the nucleus of the University Incident Command Post command group. Additional University personnel or external emergency responders will be added to the Incident Command Post as necessitated by the nature of the Emergency. In the event that external emergency response agencies establish a separate Incident Command Post the Director of Campus Security or designate will attend to, remain at, and represent the interests of the University of Regina in that Command Post.

**Campus Security** staff will:
- respond to and remain at the scene of the emergency.
- assume the role of University Incident Commander.
- activate appropriate external emergency response agencies.
- activate the University of Regina Emergency Response Team.
- establish an appropriate Incident Command Post.
- communicate the location of the Incident Command Post to University of Regina Emergency Services Personnel.
- establish an inner perimeter as necessary.
- evacuate all non-emergency personnel from inside the inner perimeter.
- allow only emergency personnel inside the inner perimeter.
- ensure that all emergency response agencies attending the scene have clear and open routes in and out of the scene.
- act as liaison with attending emergency responders as required.
- provide initial assessment and notification to VP Administration/Director of Emergency Operations.
- obtain/appoint a scribe as necessary.
- start and maintain an event log.
- liaise with members of the Emergency Response Team to confirm/transfer Incident Commander status as appropriate to the nature of the specific incident.
- ensure that in the event an alternate Incident Commander is selected they have an appropriate level of training and organizational responsibility, e.g. Director, Manager or specialized knowledge such as the Lab Safety Coordinator which is directly related to the nature of the Emergency.
- provide regular situational updates to the UEOC (if activated).
- coordinate activities of Campus Security with other units and agencies involved.
- direct, supervise and conduct any additional evacuations required.
- provide assistance as required by the Emergency Management Committee.
- ensure security of University Emergency Operations Centre (when activated).

**Health Safety & Environment**

A member of the Health, Safety & Environment staff will:
- respond to the scene of the emergency/Incident Command Post.
- identify safety hazards caused by the emergency or resulting from the response.
- advise the incident commander of any immediate risk to staff, students or the public.
• meet with University of Regina Emergency Service Personnel to ensure appropriate safety control measures are implemented.
• actively monitor responding University of Regina Emergency Service Personnel to ensure the utilization of appropriate personal protective equipment.
• assume the incident commander role as warranted by the nature of the emergency.
• via the Incident Commander provide support to external emergency responders as required.
• maintain as reasonably practicable the integrity of the incident scene through response and recovery.
• in accordance with Provincial Occupational Health and Safety Legislation ensure proper incident reporting procedures are followed.
• in accordance with Provincial Occupational Health and Safety Legislation ensure investigation takes place.

Facilities Management
Facilities Management (FM) staff will:
• respond to the scene of the emergency/Incident Command Post.
• evaluate the nature of the emergency.
• determine which FM sections/resources are required.
• notify appropriate FM personnel to attend to the Incident Command Post.
• establish communications with the FM operations centre.
• assume the incident commander role as warranted by the nature of the emergency
• via the Incident Commander, provide support to external emergency responders as required.

External Relations
The Internal Communications Manager will:
• respond to the scene of the emergency/Incident Command Post.
• obtain accurate information about the nature, size and scope of the emergency.
• activate University of Regina internal and external communications mechanisms as required.
• act as a first point of contact for any media who may attend to the scene.

Activating the University Emergency Operations Centre
The Emergency Operations Centre Group will form the personnel nucleus of the University Emergency Operations Centre. Additional members of the Emergency Management Committee, other University of Regina members or external emergency responders will be added to the University Emergency Operations Centre as necessitated by the nature of the emergency.

Based on the information provided by the Emergency Response Team, the Director of Emergency Operations will determine whether an incident has escalated or will imminently escalate into a Level 2 or Level 3 Emergency and in that event will activate the University Emergency Operations Centre (UEOC).
The **Emergency Operations Centre Group** membership is:
- Director of Emergency Operations/Vice-President (Administration)
- Vice-President (Academic)
- Vice-President (External Relations)
- Associate Vice-President (Human Resources)
- Associate Vice-President (Facilities Management)
- Director, Health, Safety & Environment/Emergency Management Coordinator
- Duty Officer (log recorder)
- Emergency Planning Consultant/Operations Officer
- Director of Communication Infrastructure/Information Technology Officer

1. **Director of Emergency Operations/Vice-President (Administration)**
   The Director of Emergency Operations* will:
   - activate the University Emergency Operations Centre (UEOC) by,
     - initiating a callout to members of the Emergency Operations Centre Group,
     - requesting additional members of the Emergency Management Committee or other University of Regina personnel attend the UEOC as warranted by the specific nature of the Emergency, and
     - report to the UEOC.
   - notify as soon as possible the President and the Board of Governors of the situation and implement the University Emergency Management Plan in whole or in part as required.
   - together with the other members of the Emergency Operations Centre Group, direct and control the emergency response operations of the University of Regina.
   - be responsible for the resolution of conflicts concerning the application of limited resources to a variety of concurrent emergency situations. In cases where a decision must be made to apply resources to one situation and not to another, the preservation of human life will take precedence over property.
   - consult with the President and University Executive Team.

2. **Provost & Vice-President (Academic)**
   The Vice-President (Academic)*, in consultation with deans, the Associate Vice-President (Student Affairs), and the Director of UR International, will:
   - attend to the UEOC.
   - establish priorities on academic programs as required.
   - actively communicate with all faculty units.
   - maintain a log of activities related to the emergency.
   - provide assistance as required by the Emergency Operations Centre Group.

3. **Vice-President (Research)**
   The Vice-President (Research), in consultation with Graduate Studies and Research, and all other research centres and institutes, will:
   - be available on an “On Call” basis as a resource to the UEOC.
   - attend to the UEOC when requested.
   - advise emergency responders of valuable critical research.
   - determine the safeguarding/suspension of research work.
   - aid with the prioritizing of research recovery.
   - assist with restoring research work.

*denotes this position requires a designated alternate
• maintain a log of activities related to the emergency.
• provide assistance as required by the Emergency Operations Centre Group.

4. Vice-President (External Relations)
The Vice-President (External Relations)*, in consultation with Communications staff, police, fire, and other public information officers, will:
• attend to the UEOC.
• implement University Emergency Information Plan for level 2 or 3 emergencies.
• collect and collate information concerning the emergency and determine key communication messages in consultation with the director of Emergency Operations – including City of Regina emergency response agencies, affiliated Colleges, Research Park and others as required.
• coordinate and issue information and instructions to internal and external audiences through University of Regina communication systems and the media, following consultation with the Director of Emergency Operations.
• act as primary institutional media spokesperson or designate appropriate spokesperson based on situation.
• work in conjunction with the Director of Emergency Operations and other agencies’ public information officers.

5. Associate Vice-President (Human Resources)
The Associate Vice-President (Human Resources)*, working in consultation with members of their team will:
• attend to the UEOC.
• act as Director of Emergency Operations as required.
• maintain communications with unions and establish temporary agreements as required.
• obtain additional human resources as required.
• process compensation and claims benefits.
• consult on health and safety issues.
• maintain continuation of pay and benefits.
• provide emergency procedures training.
• provide critical incident stress management.
• maintain staffing records.
• maintain a log of activities related to the emergency.

6. Associate Vice-President (Facilities Management)
The Associate Vice-President (Facilities Management)* in consultation with members of their team will:
• attend to the UEOC.
• act as Director of Emergency Operations as required.
• maintain and restore the University of Regina’s facilities and infrastructure.
• liaise with and provide assistance to provincial utility companies for maintenance and restoration of their infrastructure.
• clear debris.
• clear, develop, and maintain traffic routes, parking lots and walkways as required.
• provide and deploy barricades and signage to control traffic and pedestrians.
• provide snow and ice control or removal.
• coordinate activities of the Facilities Management with other units and agencies involved or as directed by the Director of Emergency Operations.
• maintain a log of activities related to the emergency.
• provide assistance as required by the Emergency Operations Centre Group.

7. Associate Vice-President (Student Affairs)*
In consultation with the Registrar’s Office, Enrolment Services, Student Affairs Operations (including Bookstore, Conference Services, Foodservices, Residents), Student Services and other services will:
• be available on an “On Call” basis as a resource to the UEOC.
• attend to the UEOC when requested.
• assist emergency responders with information as required.
• identify and assist students with special needs.
• gather, account for, and transport, as required, students from site.
• provide immediate shelter and basic needs for students.
• provide trauma counseling for affected students.
• assist students in identifying alternate housing options if required.
• coordinate food, clothing, medication and other needs for affected students.
• notify families or designated emergency contact of injured students.
• assist students in recovery of belongings.
• assist with damage assessment and recovery planning.
• maintain a log of activities related to the emergency.
• provide assistance as required by the Emergency Operations Centre Group.

8. Associate Vice-President (Financial Services)
The Associate Vice-President of Financial Services (working in conjunction with their team) will:
• be available on an “On Call” basis as a resource to the UEOC.
• attend to the UEOC when requested.
• track all costs of the emergency.
• provide a system for emergency purchases or payments.
• maintain insurance coverage for liabilities.
• develop and oversee contractual agreements.
• safeguard the University’s financial assets and systems.
• provide coordination for provincial or federal disaster assistance programs.
• maintain a log of activities related to the emergency.
• provide assistance as required by the Emergency Operations Centre Group.

9. Director, Health, Safety & Environment/Emergency Management Coordinator
The Emergency Management Coordinator will:
• attend to the UEOC.
• notify UEOC staff.
• manage UEOC staff positions.
• maintain the UEOC log.
• ensure telephone, radio, and computer communications are in place and maintained.
• provide maps, diagrams and office supplies required by the Emergency Operations Centre Group.
• act as liaison to, and co-operate with, City of Regina, provincial Environmental and Health and Safety agencies and other agencies as required.
• request full report of all emergency operations be provided by each department, agency or university unit.
• maintain a log of activities related to the emergency.
• provide assistance as required by the Emergency Operations Centre Group.

10. Duty Officer (log recorder)
The Duty Officer will:
• attend to the UEOC.
• upon arrival at UEOC, obtain briefing from Emergency Management Coordinator and Director of Emergency Operations.
• locate and set up logging computer and other office supplies as required.
• initiate UEOC log.
• maintain log throughout shift.
• maintain close contact with Operations Officer, Emergency Management Coordinator, and the Director of Emergency Operations.
• attend and record all media scrums and record all information presented.
• log scrum information onto main log.
• enter all major discussions or situations into the UEOC log.
• acquire and brief additional staff to ensure maintenance of UEOC log.
• prepare a final report of UEOC log and submit to the Emergency Management Coordinator.

11. Emergency Planning Consultant/Operations Officer
The Operations Officer(s) will:
• attend to the UEOC.
• report to work station and ensure that the following supplies are available:
  - resource lists
  - daily log
  - message forms
  - telephone/cell phone/radio
  - computers
• maintain a personal log of their activities.
• alert the Duty Officer of any situation for the UEOC log.
• acquire and brief additional staff to ensure continued communications throughout the incident.
• assess long range needs for operations officer position.
• prepare a final report for Emergency Management Coordinator.

12. Information Technology Officer/Director of Communication Infrastructure
The Information Technology Officer* will:
• attend to the UEOC.
• obtain briefing from Emergency Management Coordinator and Director of Emergency Operations.

* denotes this position requires a designated alternate
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• report to work station and ensure the following are available:
  - resource lists
  - daily log
  - message forms
  - land line telephone systems
  - cell phone systems
  - computers
  - university radio system
• establish communications with Facilities Management, Electrical Services to ensure continued operations of university radio systems.
• establish communications with City of Regina Emergency Management Coordinator to acquire the use of the amateur radio emergency services if required.
• evaluate the overall situation and establish a system of telecommunications and internet that is appropriate to the incident.
• evaluate requests for telephone, cell phone, and radio needs, prioritizing the needs for available resources.
• report communication status and requirements to Emergency Management Coordinator.
• acquire and brief additional staff to ensure telecommunications throughout the emergency.
• maintain a personal log of activities related to the emergency.
• notify the Duty Officer of decisions and situations for log.
• assess long-range needs for telecommunications officer position.
• prepare a final report for the Emergency Management Coordinator.

13. Director, Planning, Design and Construction
   The Planning, Design and Construction Officer will:
   • be available on an “On Call” basis as a resource to the UEOC.
   • attend to the UEOC when requested.
   • provide site and building information.
   • mitigate facility and grounds damage and assist in restoring to functional levels.
   • arrange temporary location of displaced Units.
   • provide structural evaluations and repair estimates.
   • create ongoing mapping and diagrams of the incident site.
   • maintain a personal log of activities related to the emergency.
   • provide assistance as required to the Emergency Operations Centre Group.

14. Other unit or agency representatives as required
   • Upon enactment of the University Emergency Operations Centre, many additional individuals, units, or outside agencies may be required to assist with the response to or recovery from a Level 2 or 3 Emergency.
     • Upon request, they will report to the UEOC.
   Maintain a personal log of activities related to the emergency.
Emergency Communications

This Section is under Construction by External Relations

The provision of information to the internal and external community is the day-to-day function of the Communications unit in External Relations. The Communications Office of External Relations has developed the University of Regina Emergency Information Plan (EIP) as an important part of the University’s wider Emergency Management Plan (EMP). The main goal of the EIP is to support emergency and disaster response and recovery efforts by providing a quick response, communicating in an open and honest manner, and providing factual and timely information.

Responsibility for the formulation, training, amendments and updates to the Emergency Information Plan rests with the unit, under the leadership of the Director of Communications. The Director of Communications reports directly to the Vice-President External Relations, who is a member of the University’s Emergency Management Committee.

The Internal Communications Manager is responsible for ensuring that communication with the internal U of R community is handled in a timely and efficient manner and that information disseminated is accurate. This position works closely with other internal partners, particularly with Human Resources, Information Services, Student Affairs and Campus Security, depending on the situation.
Forecasting with a high degree of accuracy for major emergencies or disasters is difficult, if not impossible. However, the possibility exists that various natural or man-made emergencies or disasters could occur in Regina, the surrounding area, or within the University of Regina itself.

The purpose of a hazard assessment is to provide guidance for the evaluation of hazards that could become a major emergency at the University of Regina or a disaster in the City of Regina. The awareness of their presence and the likelihood of these occurrences serve as a basis for assigning priorities in emergency planning at the University of Regina.

In 2003, Public Safety and Emergency Preparedness Canada conducted a survey of 54 Canadian universities concerning their emergency preparedness activities. The Survey included identification of the top five risks Canadian universities face and in order of priority were:
1. Fire
2. Chemical Spill/Hazardous Materials
3. Severe Weather
4. Power Outage
5. Violence/Civil Unrest

The Emergency Management Committee (EMC) has reviewed the potential hazards and concurs that the top five hazards noted above are also the top hazards faced by the University of Regina.

Recognizing the potential impact of these top five hazards, the University of Regina has prepared specific Emergency Response Procedures which are contained within the University of Regina, Emergency Response Procedures Manual and Emergency Preparedness Guide. These specific procedures are as follows and can be accessed on (future secure virtual site):

1. Asbestos disturbance
2. Bomb threat
3. Chlorine alarm in Kinesiology Health Centre
4. Elevator failure trapping persons
5. Fire, fire alarm and /or explosion
6. Hazardous chemical spill or leak
7. Computer/telephone emergency
8. Medical emergency
9. Natural gas leak
10. Neutron generator alarm
11. Radioactive material spill
12. Security emergency
13. Severe weather warning
14. Smoke or fumes response
15. Major structural failure
16. GGTIC alarms
17. Amine leak and /or CO alarm
18. Exhaust fan failure ITC/GGTC
19. MRI low oxygen alarm
20. High temperature alarm GGTC
21. Toxic gas alarm GGTC/ITC