

EMERGENCY MANAGEMENT PLAN

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Introduction

The University of Regina, like any other large organization, is potentially subject to natural, technological and human-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, reduce the impact of, and recover from emergencies. In addition, the plan provides guidance to units in ensuring that Academic and Business Continuity are maintained throughout the University.

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.

The success of any emergency response is dependent upon the experience, training, and co-operation 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 and recovery of normal 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 objectives of the University of Regina's Emergency Management Plan are 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 academic and administrative functions,
- facilitate and expedite restoration of facilities; and,
- co-ordinate 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'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 centers, 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 GOV-100-017 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.

The University's Director of Emergency Operations has the authority to direct and control all emergency response operations, including the authority to:

- activate a Level 2 emergency response,
- evacuate the University in whole or in part,
- authorize expenditures required to respond to an emergency; and,
- 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:
<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-017.html>

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

Health, Safety & Emergency Preparedness Information for Students information sheet – This is an information sheet created with quick reference for students. Copies in multiple languages can be accessed at <https://www.uregina.ca/emergency/plans-guides.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 Business/Academic Continuity Plans – These are Unit Level Continuity 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 (eg: 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 Emergency Response Team via the Incident Commander.

Director of Emergency Operations (DEO) is the Vice-President (Administration) or designate. 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 operations.

Emergency Notification System (ENS) is the method of facilitating the one-way dissemination or broadcast of messages to one or many groups of people, alerting them to a pending or existing emergency. The University of Regina utilizes the Alertus platform.

Academic/Business Continuity Plans prepare the University of Regina to maintain essential functions during, as well as after, a disaster has occurred. Academic/Business continuity planning establishes risk management processes and procedures that aim to prevent interruptions to services, and re-establish full function to the organization as quickly and smoothly as possible.

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)
Associate Vice-President (Finance)
Associate Vice-President (Human Resources)
Associate Vice-President (Facilities Management)
Associate Vice-President (Student Affairs)
Associate Vice-President (Information Services)
Director, Health, Safety & Wellness (Human Resources)
Director, Communications and Marketing (Advancement & Communications)
Director, Security and Operations (Facilities Management)
Emergency Planning Advisor (Human Resources)
Other unit or agency representatives as required upon the call of the Chair

Emergency Management Coordinator is the Director of Health, Safety, & Wellness. When made aware of a Level 2 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 (EOC) is a group comprised of individuals from the Emergency Management Committee who (in the event it is activated) attend to the University Emergency Operations Centre. 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, Health, Safety & Wellness, designated Facilities Management, and designated Advancement & 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 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.

Perimeter refers to natural or human-made barrier(s) which are utilized or erected to keep person(s) out of a specific area.

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 an emergency. It is the responsibility of the Director of Emergency Operations to determine whether the UEOC is activated.

Planning Concepts

Emergency Response Levels

The University of Regina Emergency Management Plan includes two levels of emergency response and will respond to each level of emergency with a particular response as follows:

Level 1 – A situation that represents a danger to the University, however, it can be handled by the University Emergency Response Team, the City of Regina first response from fire, police or ambulance. The expected duration of the emergency response phase is less than 12 hours.

Level 2 – A serious emergency or crisis exists that seriously affects the University community's safety, the environment, or operations and may be a direct and immediate threat to employees, students, visitors, or the public. It requires a significant response from the Municipal emergency response agencies and is expected to have more than a 12 hour duration for the emergency response. This level requires full activation of the University Emergency Operations Center.

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.
- 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, Campus Security, Health, Safety & Wellness 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. Contact information is provided on the Emergency Contact List (password protected).
- 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 the dissemination of emergency information to all units of the University and to the public, including the use of the Emergency Notification System and/or other communication methods.
- establishing procedures to feed 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 GOV-100-017.

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:

- Campus Security receives notification that an incident has occurred.
- If necessary Chief Building Wardens or Emergency Wardens will have already initiated a building evacuation (e.g. fire). Upon arrival on scene, a member of Campus Security will assume control as the Incident Commander.
- Campus Security will evaluate the nature of the incident. If Campus Security determines the situation to be a Level 1 or 2 emergency, the Incident Commander will do the following:
 - Ensure the Emergency Response Team is called to the scene.
 - Notify the Manager of Campus Security Operations or designate to attend the scene.
 - Upon their arrival the Manager of Campus Security Operations or designate may assume the role of the University of Regina Incident Commander.
 - Ensure the Director of Emergency Operations is briefed on all situations as required.
 - Maintain a log of activities related to the emergency.

Upon arrival at the site the Emergency Response Team will consult to:

- Assess the incident.
- Establish an Incident Command Post.
- Ensure the Incident Command System processes are utilized to mitigate the effects of the Emergency.
- Ensure the Director of Emergency Operations is briefed on the circumstances and notified that the Emergency Response Team has been activated.
- 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 Security and Operations 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 Incident Commander.
- activate appropriate external emergency response agencies.
- activate the University of Regina Emergency Response Team.
- activate the Emergency Notification System if appropriate.
- establish an appropriate Incident Command Post .
- communicate the location of the Incident Command Post to University of Regina Emergency Services Personnel.
- establish a perimeter as necessary.
- evacuate all non-emergency personnel from inside the perimeter.
- allow only emergency personnel inside the 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 the 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
- 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 & Wellness - A member of the Health, Safety & Wellness 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.
- provide support to external emergency responders as required via the Incident Commander
- maintain as reasonably practicable the integrity of the incident scene through response and recovery.
- ensure proper incident reporting procedures are followed in accordance with Provincial Occupational Health and Safety Legislation
- ensure investigation takes place in accordance with Provincial Occupational Health and Safety Legislation

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 Center.
- provide support to external emergency responders as required via the Incident Commander

Advancement & Communications - Communications staff 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 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)
Provost and Vice-President (Academic)
Vice-President (Research)
Director, Communications and Marketing (Advancement & Communications)
Associate Vice-President (Human Resources)
Associate Vice-President (Facilities Management)
Associate Vice-President (Finance)
Director, Health, Safety & Wellness (Human Resources)
Duty Officer (log recorder) (Human Resources)
Emergency Planning Advisor (Human Resources)
Associate Vice-President (Information Services)
Associate Vice-President (Student Affairs)

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.
- request 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
- report to the UEOC 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 and the Emergency Response Team, direct and control the emergency response operations of the University of Regina.
- ensure, where appropriate, that the business continuity plans are implemented.
- consult with the President and University Executive Team as required.

Provost & Vice-President (Academic)*

The Provost and Vice-President (Academic), in consultation with Deans, the Associate Vice-President (Student Affairs) will:

- attend to the UEOC.
- establish priorities on academic programs as required.
- actively communicate with all faculty units.
- provide assistance as required by the Emergency Operations Centre Group.
- ensure, where appropriate, that academic continuity plans are implemented.

Vice-President (Research)*

The Vice-President (Research), in consultation with Graduate Studies and Research, and all other research centres and institutes, will:

- attend to the UEOC.
- advise the Incident Commander of research that may be impacted by the emergency.
- determine the safeguarding/suspension of research work.
- aid with the prioritizing of research recovery.
- assist with restoring research work.
- provide assistance as required by the Emergency Operations Centre Group.

Director of Communications and Marketing (Advancement & Communications)*

The Director Communications and Marketing, in consultation with communications staff, police, fire, and other public information officers, will:

- attend to the UEOC.
- implement a communications plan for level 1 or 2 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, Federated 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.

Associate Vice-President (Human Resources)*

The Associate Vice-President (Human Resources), in consultation with members of their team will:

- attend to the UEOC.
- 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.
- arrange for psychological first aid.
- maintain staffing records.
- maintain a log of activities related to the emergency.

Associate Vice-President (Facilities Management)*

The Associate Vice-President (Facilities Management), in consultation with members of their team will:

- attend to the UEOC.
- maintain and restore the University of Regina's facilities and infrastructure. Obtain facilities and infrastructure to facilitate the implementation of the continuity plans.
- liaise with and provide assistance to provincial utility companies for maintenance and restoration of their infrastructure.
- clear, develop, and maintain traffic routes, parking lots and walkways as required.
- provide and deploy barricades and signage to control traffic and pedestrians.
- 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.

Associate Vice-President (Information Services)*

The Associate Vice-President (Information Services), in consultation with members of their team will:

- attend to the UEOC.
- obtain briefing from Emergency Management Coordinator and Director of Emergency Operations.
- report to work station and ensure the following are available:
 - 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.
- notify the Duty Officer of decisions and situations for log

Associate Vice-President (Student Affairs)*

The Associate Vice-President (Student Affairs), in consultation with members of their team will:

- attend to the UEOC
- assist emergency responders with information as required.
- identify and assist students with special needs.
- gather and transport students from site, as required.

- provide immediate shelter and basic needs for students.
- provide psychological first aid for 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 related to student services.
- provide assistance as required by the Emergency Operations Centre Group.

Associate Vice-President (Finance)*

The Associate Vice-President (Finance), in consultation with members of 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 assistance as required by the Emergency Operations Centre Group.

Director, Health, Safety & Wellness*

The Director, Health, Safety & Wellness, in consultation with members of their team will:

- attend to the UEOC.
- 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.
- maintain a log of activities related to the emergency.
- provide assistance as required by the Emergency Operations Centre Group.

Duty Officer (log recorder)*

The Duty Officer will:

- attend to the UEOC.
- upon arrival at UEOC, obtain briefing from 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 the Director of Emergency Operations.
- log scrub 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 Committee.

Emergency Planning Advisor* 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
- alert the Duty Officer of any situation for the UEOC log.
- acquire and brief additional staff to ensure continued communications throughout the incident.
- conduct a debrief and prepare a final report for Emergency Management Committee.

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 Emergency.
- Upon request, they will report to the UEOC.