

EMERGENCY MANAGEMENT PLAN

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INTRODUCTION

The University of Regina, like other large organizations, is subject to the potential for 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 Emergency Management Plan outlines 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 an emergency warrant community assistance.

The Emergency Management Plan unifies the efforts of university units to provide a comprehensive approach to respond, reduce the impact of, and recover from emergencies. In addition, the Emergency Management Plan provides guidance to units to ensure academic and business continuity is maintained throughout the university.

The Emergency Management 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.

Objectives and Priorities

The objective of the Emergency Management Plan is to ensure the continued operations and recovery of normal operations at the University of Regina during the life cycle of an emergency by outlining the organization resources, coordination and communications. The Emergency Management Plan recognizes the responsibilities of the University and prescribes actions to be taken by respective units, faculty, administrators, students and employees.

Operational Objective

The operational objective of the 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 university resources and require that university emergency activities be coordinated with the City of Regina, other levels of government, and support organizations.

Primary Objectives

The primary objectives of the Emergency Management Plan is to enable the University of Regina and assist others to:

- provide for the health and safety of all student, faculty, staff, and visitors before, during, and after a crisis, emergency, or disaster;
- limit the destruction to property;
- reduce and mitigate impacts to the surrounding environment; and,
- limit disruptions to academic and business operations

Priorities

In any emergency situation, the University of Regina 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 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 campus community to assume undue risk to their own safety.

Review and Assessment

In accordance with the University of Regina Emergency Management Policy, the Emergency Management Committee will review the Emergency Management Plan, participate in fire 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 governs the authority for emergency planning. This policy authorized the establishment of an Emergency Management Committee to develop and review the University of Regina Emergency Management Plan and associated procedures.

The 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;
- nominate and/or delegate an Incident Commander;
- authorize expenditures required to respond to an emergency; and,
- initiate such action as is necessary to achieve the objectives of the Emergency Management Plan in accordance with its implementation principles

Supporting Documents

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: A quick reference guide of emergency procedures for faculty and staff.

Health, Safety & Emergency Preparedness Information for Students Information Sheet: An information sheet providing quick university references for students. This information sheet is available in multiple languages [here](#)

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: Unit level continuity plans are a reference for faculty/admin unit employees and members of the Emergency Operations Centre. Each unit plan is retained within each unit.

Key Terms and Roles

Unit Operations Centre (UOC): A unit level operations centre is dependent upon the nature of the emergency and may be activated for specific departments or faculties on campus (eg: Facilities Management, Faculty of Science, Human Resources). The Unit Operations Centre coordinates with the Emergency Operations Centre to facilitate effective communications and transfer of information within the university. Unit Operations Centers may also be accessed to provide the resources and supplies needed to the Emergency Response Team via the Incident Commander.

Director of Emergency Operations (DEO): Vice-President (Administration) or designate. The Director of Emergency Operations is also the Chair of the Emergency Management Committee.

Emergency: 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. An urgent and/or critical situation that threatens or causes harm to people, the environment, and/or disrupts operations.

Emergency Notification System (ENS): A University of Regina communication system or network of systems to alert and warn recipients of threats and hazards to their safety and well-being before, during, and after all-hazards emergencies.

Academic and Business Continuity Plans: Prepare the University of Regina to maintain essential operations during, as well as after, an emergency has occurred. Academic and 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: The term for the systems and processes for the mitigation of, preparing for, response to, and recovery from an emergency or disaster.

Emergency Management Committee: 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)
Provost/Vice-President (Academic)
Vice-President (Research)
University Registrar
Federated College(s) representative
Dean, Centre for Continued Education
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)
Health, Safety & Emergency Management Advisor (Human Resources)
Other unit or agency representatives as required upon the call of the Chair

Emergency Management Coordinator: 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): A group of members from the Emergency Management Committee who, in the event it is activated, attend to one of the University Emergency Operations Centres. The EOC may also be convened virtually. 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 Wardens participate in emergency evacuations and are available to assist in other emergency procedures. Each building has one designated Chief Building Warden as well as emergency wardens for each floor.

Incident Command System: A standardized on-site management system designed to provide effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. This may be used to manage an incident or non-emergency event, and is scalable for large and small situations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has the overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

The Incident Commander will be the University liaison with any City of Regina or external emergency response agencies.

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

Perimeter: 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): The central location on campus where the Emergency Operations Centre Group 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 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 may be handled by the University Emergency Response Team and/or the City of Regina first response from fire, police or ambulance.

Level 2 – An emergency or crisis exists that seriously affects the safety, the environment, or operations of the university community and may be a direct and immediate threat to employees, students, visitors, or the public and requires a response from the municipal emergency response agencies. This level requires full activation of the University Emergency Operations Center.

Planning and Implementation Principles

The Emergency Management Plan is guided by the following principles:

- emergency management is the responsibility of all units;
- preparation beforehand must be completed to identify potential hazards, available resources, and to ensure a quick and coordinated response;
- mobilization of human and material resources is required;
- central coordination of all operations is vital;
- communication procedures are required for the acquisition, collation, and dissemination of accurate information; and,
- Facilities Management, Campus Security, Health, Safety & Wellness and emergency wardens are primarily the first to be aware of an emergency. They will be the first authorities at the scene.

To minimize any adverse effects of any emergency, emergency preparedness and coordination may be established to:

- identify and utilize existing university administration structure, areas of responsibility, and relevant policies and procedures to the extent possible;
- identify procedures and coordination efforts necessary to request aid from the City of Regina, governments, and other support organizations should an emergency occur that is beyond the capability for the university to respond. Contact information is provided on the Emergency Contact List and is password protected;
- provide a risk analysis of the types of emergencies that pose the greatest threat to life and property at the university;
- establish procedures regarding direction, control, and coordination of emergency response operations appropriate to type, magnitude, and phase of the emergency or disaster;
- provide procedures for the dissemination of emergency information to all units within the university and to the public, including the use of the Emergency Notification System and/or other communication methods;
- establish procedures for those who require meals, lodging and other related services;
- establish an adequate damage analysis system for decision making, direction, control, and reporting; and
- provide advanced and situational instructions to staff and students on emergency procedures and facilities

To accomplish the planning and implementation principles, the University of Regina will utilize the Incident Command System (ICS).

Responsibilities

All members of the university community including faculty, staff and students have responsibilities as defined in the Emergency Management Policy GOV-100-017.

Emergency Response Team

Response to an emergency 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, a phone call to Campus Security or other member of the Emergency Response Team. The initial point of contact in the majority of emergency situations will likely be Campus Security.

The activation procedures below 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 or other safe zone;
- notify the Director of Campus Security Operations or designate to attend the scene;
- upon their arrival the Director 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; and,
- maintain a log of activities related to the emergency

Upon arrival at the site the Emergency Response Team will:

- 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; and,
- document all actions and activities

Establishing a 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 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 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; and,
- act as liaison with attending emergency responders;
- provide initial assessment and notification to the Director of Campus Security Operations;
- obtain/appoint a Scribe, as necessary, to 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; and,
- ensure security of University Emergency Operations Centre (when activated)

Health Safety & Wellness - A member of the Health, Safety & Wellness staff as part of the Emergency Response Team 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 personnel responding to the emergency to ensure appropriate safety control measures are implemented;
- actively monitor responding personnel responding to the incident 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 all regulatory agencies as required (CNSC, PHAC) ensure investigation takes place in accordance with Provincial Occupational Health and Safety Legislation; and,
- lead the after action review for the emergency event with applicable stakeholders present

Facilities Management - Facilities Management (FM) staff as part of the Emergency Response Team 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; and,
- provide support to external emergency responders as required via the Incident Commander

Advancement & Communications – Advancement & Communications staff as part of the Emergency Response Team 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 internal and external communications mechanisms as required; and,
- 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)
Director, Health, Safety & Wellness (Human Resources)
Duty Officer (log recorder) (Human Resources)
Health, Safety & Emergency Management Advisor (Human Resources)
Associate Vice-President (Information Services)
Associate Vice-President (Student Affairs)

Specific positions have been identified within the Plan that require a “successor” be assigned when the primary person responsible is absent. These positions are denoted by the inclusion of an asterisk “*” directly behind their title.

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/academic continuity plans are developed and implemented; and,
- 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; and,
- 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 Director, Emergency Operations and Incident Commander of research that may be impacted by the emergency;
- determine the safeguarding/suspension of research work;
- aid in the prioritizing of research recovery;
- assist with restoring research work; and,
- provide assistance, as required, to the Emergency Operations Centre Group

Director of Communications and Marketing (Advancement and Communications)*

The Director of 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, 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 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; and,
- work collaboratively 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;
- arrange for psychological first aid or other mental health supports, as required; and,
- 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's facilities and infrastructure;
- obtain, as required, external facilities and infrastructure to facilitate the implementation of business and academic 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, and 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; and,
- provide assistance as required to 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; and,
- 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;
- provide maps, diagrams and office supplies required by the Emergency Operations Centre Group;
- maintain a log of activities related to the emergency; and,
- provide assistance, as required, to 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 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; and,
- prepare a final report of UEOC log and submit to the Emergency Management Committee

Health, Safety & Emergency Management 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
- acquire and brief additional staff to ensure continued communications throughout the incident; and,
- conduct a debrief after action review 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, will report to the UEOC.