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EMERGENCY MANAGEMENT and RESPONSE PLAN

Questions regarding this plan should be addressed to the Office of Administration authority.

Office of Administration:	Vice-President, Administration
Approval Authority:	President and Vice-Chancellor
Approval Date:	December 3, 2019
Next Review:	December 2022
Review History:	June 7, 2013, December 3, 2019, December 2020, December 2021
Version	2.1

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Introduction and Purpose

The Emergency Management and Response Plan (EMRP) is intended to provide for the safety and well-being of students, staff, faculty, and visitors at all times, in accordance with University policies, procedures and legislative requirements.

Laurentian University is vulnerable to numerous hazards that may threaten not only the University itself, but the City of Greater Sudbury as well. These can be human caused such as assaults, technological such as those involving hazardous materials, or infrastructure disruptions such as a power outage and natural events such as severe weather which may include blizzards or tornados. The EMRP establishes the structure that provides the University with the ability to be prepared to deal with these hazards. It is the methodology through which the University will mobilize its resources in the event of an emergency to return the University to a state of normalcy as quickly as possible. More specifically, the Emergency Management and Response Plan outlines how the University will prevent, respond to, recover from and mitigate the impact of an emergency. It outlines such items as purpose, scope, planning assumptions, response, communications, etc. This is a public document.

The EMRP is also designed to safeguard that all academic and administrative units within the University, as well as partners and agencies on campus, are aware of and fully understand their roles and responsibilities before, during and after an emergency.

There are Emergency Management Procedures and in some cases unit/department plans which are supporting internal documents to the EMRP. Not all procedures are publically available. Emergency Response Guides have been developed to assist students, employees and other LU community stakeholders respond to specific emergencies.

Authority

The Emergency Management and Response Plan is reviewed annually and approved by the President. Once per year, the Board of Governors (the “Board”) and the Senate will receive an annual report that the Emergency Management and Response Plan complies with legislative and policy requirements. A report of Emergencies (Activation Level) will be provided to the Executive Committee of the Board in September of every year. The statistics will be presented to reflect the number of emergencies that occurred during the academic year (July 1 – June 30).

Scope

This EMRP is intended to guide the University’s response to everything from small disruptive emergencies to large-scale campus emergencies. For situations affecting students or employees working in off-campus service locations, the University will work together with the responsible and affected parties to assess and respond to developing situations as needed.

The Plan applies both to emergencies that do *not* require the assistance of external emergency services and to emergencies that *do* require external assistance. The City of Greater Sudbury has developed a comprehensive emergency plan with regional emergency services. The City of

Greater Sudbury has, by law, authority over an emergency; therefore, the provisions of those emergency plans will supersede the Laurentian University Emergency Management and Response Plan in the case of uncertainty or conflicting information until such time that the emergency scene is returned back to the University.

There are three major categories of hazards that may pose a threat to Laurentian University.

Natural Events – severe weather, floods, blizzards, tornadoes, food or human health emergencies.

Human-caused Events – emergencies intended to do harm to public safety and security, civil disorder, war, bomb threats, infrastructure disruptions such as cyber threats.

Infrastructure and Technological Events – emergencies involving hazardous materials, utility and power failures, transportation accidents, water supply failures, building or structural failure, etc.

Situational Assessment of Laurentian University

Laurentian University campus on Ramsey Lake Road in Sudbury is home to a community of approximately 800 faculty and staff with an enrolment of approximately 9,000 full and part-time students, of which some 7,100 are attached to our main campus in Sudbury. Laurentian University consists of two educational and research campus locations, a private residence and the Art Gallery of Sudbury. The University's main campus is situated on 693 acres of scenic property located at 935 Ramsey Lake Road, in Sudbury, Ontario. The University consists of 35 on-campus buildings and a number of various portables and outbuildings. Included in these 35 buildings are three federated universities: Huntington University, Thorneloe University, and University of Sudbury. In addition, you will find The Province of Ontario for the Willet Green Miller Centre (1 building-leased space) on 14.6 acres, St. Joseph's Villa (1 building-leased space) on 26.7 acres, and McCulloch Hospice (1 building-leased space).

The University also operates Vale Living with Lakes (2 buildings) situated on 9.4 acres, located at 840 Ramsey Lake Road; The McEwen School of Architecture (3 buildings) situated on 2.6 acres, located at 85 Elm Street; the President's House (2 buildings) situated on 0.55 acres, located at 170 John Street; and the Art Gallery of Sudbury (2 buildings) situated on 2.1 acres, located at 251 John Street.

There is one access road to the Laurentian University campus along Ramsey Lake Road and a second entrance off of South Bay Road. In emergencies the University may elect to open the Beach Access Road along Nepahwin Lake, leading to Loaches Road in the South end of Sudbury. The campus is surrounded by five lakes, but is located on higher ground.

Definitions of Terms

Incident means a routine occurrence that does not significantly disrupt operations; control and response is within the scope of the units/departments day to day operations. Emergency Services (ambulance, police, fire) may be called on site for minor incidents.

Emergency is a situation or an impending situation that constitutes a danger that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Preparedness. Actions taken prior to an emergency or disaster to allow for an effective response. These include developing an emergency response plan, establishing an Emergency Operations Centre, conducting training and exercises, and providing information to the University community.

Emergency Operations Centre (EOC) means a physical site for coordinating multi-department emergency response efforts. Level 3 emergencies always require the activation of the Emergency Operation Centre.

Emergency Response Level 1 - Minor Emergency: Minor, localized emergency. Unplanned event or occurrence that may adversely impact or threaten life, health or property on campus. Consists of the daily responsibilities that departments/units must carry out to be in a state of readiness in the event of an emergency situation. The *Emergency Site Manager* deals with these types of emergencies.

Emergency Response Level 2 - Enhanced Monitoring: Major emergencies that disrupt University operations; The emergency can affect several departments, buildings or functions of the University and consequently may affect mission-critical functions such as teaching, research, campus services, or administrative activities. External emergency response agencies (e.g., ambulance, police, fire, etc.) may be called upon to assist the University in responding to the event. The duration of the event is short to medium (1-3 days) and the recovery (or return to routine operations) from the emergency is not immediate taking several days or more to return to normal operations. Emergency Operations Group will be activated and the Emergency Management Team will be notified.

Emergency Response Level 3 - Full Activation : A catastrophic emergency that impacts the entire campus and possibly the surrounding community. The event impacts all or most mission-critical functions of the University. The emergency is not short lived and recovery to normal operations could take several weeks. There are significant long-term impacts to University. Life, health and property on campus (and in the wider community) are threatened; there may be loss of life and/or significant property damage. The nature, extent and duration of the emergency warrant the temporary closure of the University. Emergency Operations Group and the Emergency Management Team will be activated.

Definition of Roles

Emergency Manager (EM) means the Vice-President Administration or alternate. The Emergency Manager is responsible for the emergency coordination and response for the University in a level 2 and 3 emergency. The Emergency Manager has overall authority and responsibility for conducting emergency operations and is responsible for the management of the emergency.

Emergency Site Manager (ESM) means the staff member responsible to oversee specific types of incidents and level 1 emergencies. The ESM in consultation with the Emergency Operations Group escalate the emergency to a level 2 or 3 emergency.

Emergency Operations Group (EOG) provides support and assists with the University's response in level 2 and 3 emergencies, including implementation of the University's Emergency Response Plan. The Emergency Operations Group is comprised of the following:

- Vice-President Administration (Emergency Manager)
- Emergency Site Manager
- Director, Campus Safety
- Director, Communications and Digital Strategies
- Director, Maintenance and Operations
- Vice-President, Academic and Provost
- Members of Emergency Management Team assigned to an emergency, depending on the type of emergency.
- Members of Laurentian University assigned to provide support during an emergency, depending on the type of emergency.

(A hard copy of the current listing and membership contact information must be maintained at all times by the Office of the Vice-President Administration, in the Office of the Director, Campus Safety and in the Security Control Centre; an electronic copy will be shared with members of the Emergency Management Team (including identified Alternates))

Emergency Management Team (EMT) provides advice on the development, implementation and maintenance of the University's Emergency Management and Response Program. In addition, the EMT is notified of a Level 1, 2 or 3 Emergency. The EMT is made up of the following representatives:

- President and Vice-Chancellor
- Vice-President Administration/Emergency Manager
- Vice-President, Academic and Provost
- Vice-President, Research
- Associate Vice-President, Academic and Francophone Programs
- Associate Vice-President, Academic and Indigenous Programs
- Associate Vice-President, Learning and Teaching
- Director, Communications and Digital Strategy
- Associate Vice-President, Human Resources and Organizational Development
- Associate Vice-President, Information Technology
- Associate Vice-President, Financial Services
- Director, Campus Safety

Director, Maintenance and Operations
Assistant Vice President, Equity Diversity and Human Rights
Director, Procurement, Contract and Risk
Director, Business Development
Representative from Communications
Chief Advancement Officer
Registrar
Director, Student Life
Health and Safety Manager

(A hard copy of the current listing and membership contact information must be maintained at all times by the Office of the Vice-President Administration, in the Office of the Director, Campus Safety and in the Security Control Centre; an electronic copy will be shared with members of the Emergency Management Team (including identified Alternates))

Executive Director, Government Relations, Communications and Marketing is responsible for all communication, on behalf of the President, the Emergency Site Manager, the Emergency Manager, and the Emergency Operations Group.

President and Vice-Chancellor or his/her designate is the senior executive officer of Laurentian University and the ultimate decision-making authority for the operational and administrative application of the Emergency Management and Response Plan.

Security Guard means a Security Guard responsible for campus safety and security at Laurentian University.

Emergency Response Warden: Individuals who are designated and trained to assist in the event of an emergency, for example, to assist with building evacuations.

Executive Team oversees and approves the political and policy aspects of emergency planning, and undertakes specific duties in the event of an emergency. As needed, others with specific expertise may be included onto this team to suit the circumstances. The Executive Team consists of the following:

President and Vice-Chancellor
Assistant to the President
Vice-President, Administration
Vice-President, Research
Vice-President, Academic and Provost
University Secretary and General Counsel
Chief Advancement Officer
Associate Vice-President, Academic and Indigenous Programs
Associate Vice-President, Academic and Francophone Affairs

Acronyms

GSPS	Greater Sudbury Police Services
EM	Emergency Manager
EMT	Emergency Management Team
EMP	Emergency Management Plan
EMRP	Emergency Management and Response Plan
EOC	Emergency Operations Centre
EOG	Emergency Operations Group
EPP	Emergency Preparedness Program
ERP	Emergency Response Plan
ESM	Emergency Site Manager
LU	Laurentian University
MSoA	McEwen School of Architecture
NOSM	Northern Ontario School of Medicine
SCC	Security Control Centre
WGMC	Willet Green Miller Centre

A. Emergency Management Plan

1.0 Plan Objectives

The purpose of the Emergency Management Plan (EMP) is to:

- serve as both a framework and guideline, to establishing approach in the delivery and implementation of effective decision making, communication and overall coordination during an emergency, and to
- provide the guiding principles for protecting the health, safety, and welfare of the students, staff, faculty, visitors and property of the University when faced with an emergency.

2.0 Emergency Preparedness

The Emergency Management Plan in and of itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist University members and officials in their response activities, as well as their interaction with any municipal agencies that may respond to our campuses. The Plan must be flexible enough to adapt to a broad spectrum of emergencies and must be supported with:

- Adequate personnel, equipment and training for the response to the emergency
- Familiarity with the Plan and its contents by all departments, faculties, units, etc.
- Training and exercises
- Awareness of resources available both internally from University departments, as well as externally from the City of Greater Sudbury, first response agencies, other post secondary institutions, etc., supplemented by prearranged agreements, such as Mutual Assistance Agreements
- Testing the plan on a regular basis
- Review of the plan following actual emergency or exercises and updating it as required

3.0 Structure of the Emergency Preparedness Program (EPP)

The University's Emergency Preparedness Program sets forth a general structure for emergency mitigation, preparedness, response, and recovery. Laurentian University's Emergency Preparedness Program is comprised of the following components:

- 1) Community awareness, planning and training
- 2) Emergency Management Plan and Emergency Operations Centre
- 3) Emergency Management Procedures and related departmental procedures

3.1 Community Awareness, Planning and Training

The Office of Campus Safety, led by the Director, Campus Safety is responsible for developing and implementing programs intended to enhance Laurentian University's emergency preparedness. The mission is to promote campus wide emergency preparedness and planning based on the five components of emergency management: prevention, mitigation, preparedness, response and recovery. This will be achieved through training, education, public awareness and exercises that involve all levels and all departments of the University.

The Office of Campus Safety, which includes the Manager of Occupational Health, Safety and Emergency Preparedness, who reports to the Director, Campus Safety, is responsible for:

1. Conducting a Hazard Identification and Risk Assessment every 3 years;
2. Identifying the University's critical infrastructure in cooperation with each unit, and to the extent possible, protecting the critical infrastructure;
3. Coordination of the University-wide Emergency Preparedness Program;
4. Reviewing the Laurentian University Emergency Management Plan annually and updating as necessary;
5. Maintaining and updating the Laurentian University emergency contact list;
6. Coordination of University-wide Emergency Response Procedures (e.g. Fire Emergency Procedures);
7. Keep updated list of all Emergency Response Wardens and provide appropriate training;
8. Providing training to members of the Emergency Management Team, members of the Emergency Operations Group and other Laurentian University staff and faculty as required;
9. Maintain a state of readiness for the Emergency Operations Centre;
10. Development and delivery of a public awareness and education program directed to all members of the Laurentian University community, including a focus on personal preparedness.

3.2 Laurentian University Emergency Management Plan and Emergency Operations Centre:

1. Establishes the structure that provides the preparation that the University has in place, to deal with the hazards that may affect it;
2. Is the methodology through which the University will mobilize its resources;
3. Is based on the objectives of protecting the safety and well being of all members of the Laurentian community, University property and infrastructure, the environment and the University's key functions of teaching, learning, research and administration.

The Emergency Operations Centre serves as the physical site and command center where members of the Emergency Operations Group will gather to share information, make decisions, and coordinate multi-department/agency response efforts.

3.3 Emergency Response Procedures

The Laurentian University Emergency Response Plan and the internal Emergency Response Procedures form a comprehensive structure necessary to prepare for and respond to various emergencies that have the potential to threaten the Laurentian University community. The Laurentian University Emergency Response Plan recognizes that the University's ability to effectively prepare for, mitigate, respond to and recover from emergencies also depends greatly on individual units' state of preparedness as well as the empowerment of local individuals to take action during an emergency. Consequently, the Emergency Response Procedures define a specific response to an emergency. These procedures are not public documents.

In order to effectively and safely plan for and deal with emergencies, specific procedures will include:

1. Specific procedures for responding to emergencies.
2. List of primary responders.
3. List of the Emergency Response Wardens (chiefly responsible for area evacuations).
4. List of Emergency Management Team.
5. Specific notification procedures.
6. Specific procedures and lists necessary to facilitate emergency response and recovery.

4.0 Laurentian's Emergency Management Plan

A comprehensive Emergency Management Plan is an all-encompassing risk-based approach to emergency management designed to reduce or eliminate the negative impact of emergencies on the University community, property and core mandates of teaching, learning and research. This approach uses the five pillars of emergency management - prevention, mitigation, preparedness, response and recovery activities.

4.1 Prevention

The Plan considers all possible emergencies for which preventative actions can be taken in order to reduce, diminish or eliminate the risks that cause emergencies. Prevention may result in eliminating injuries, cost-savings, avoidance of reputational damage, and continuation of Normal Operations. Prevention strategies include health and safety inspections, fire code inspections, building code inspections, and regular maintenance. Also included in the prevention strategies are provincially legislated regulations.

4.2 Mitigation Plans

Hazard Identification and Risk Assessment (HIRA)

Because there are numerous hazards that can affect the Laurentian community, the University has employed a Hazard Identification and Risk Assessment process. Laurentian University has identified a list of potential hazards that could present a risk to the Laurentian community and

continuously develops and reviews hazard specific response plans to address these hazards. Potential hazards are continuously assessed and amended as required.

With a better understanding of the potential hazards faced, as well as an assessment of their potential impact on our community, the University will establish mitigation plans. Where possible specific actions will be designed to help reduce or eliminate the negative impact of identified and prioritized risks.

The Emergency Response Plan is intended to prevent the further escalation of emergency events, to minimize the harm associated with the emergency, diminish the impact of the emergency. Mitigation can also diminish the response and recovery activities required.

4.3 Preparedness

Preparedness is the activities done prior to an emergency occurring to develop a timely, effective and appropriate response. The Emergency Response Plan is intended to educate and build awareness about emergency events that can occur in a University setting, and to provide information about the potential risks, impacts, and procedures to be followed in specific emergency situations.

There is also a focus on training and education and public awareness. Training and education is directed towards staff and faculty who have a role to play during the emergency response and focuses on emergency management plans and procedures. Training is conducted several ways including but not limited to in class, public events and exercises, including tabletop and full scale scenarios.

Public education is directed to students, Faculty, staff and the entire Laurentian community. It is focused on personal preparedness and instructs people on how they can be personally prepared to cope during an emergency.

4.4 Response

Security Services, as the primary responder for the University, have standard protocols in place for effectively responding to incidents and emergencies that occur on campus. Occupational Health and Safety also has response protocols in place for responding to hazardous material spills that may occur on campus and the neighbouring community. Individual faculties, departments and units may have procedures in place to provide information to personnel on effective, local response activities for emergency situations.

Response activities may also include providing counseling services to students, staff and faculty and their families, as required, to assist them in coming to terms with the emergency. Dealing with any kind of trauma can be difficult and lengthy, and as such, the delivery of counseling services may also continue into the recovery phase.

The Emergency Response Plan will guide that University resources are quickly mobilized in response to an emergency by outlining procedures for coordinating resources, as well as the specific roles and responsibilities to be assumed by emergency responders where necessary. It is

understood that, in a time of emergency, cooperation and sharing of resources for the well-being of the entire community assumes top priority, and that certain employees may be deployed into support roles outside of their usual areas of operation. The University and the Emergency Management Team reserve the right to decide on resource allocation and staff redeployment, as needed. Consultation with Human Resources and/or Unions may be required. The response time will depend on the type of emergency and may last a few hours or as long as a few days or longer. Moving from response to recovery must be smooth and seamless.

4.5 Recovery

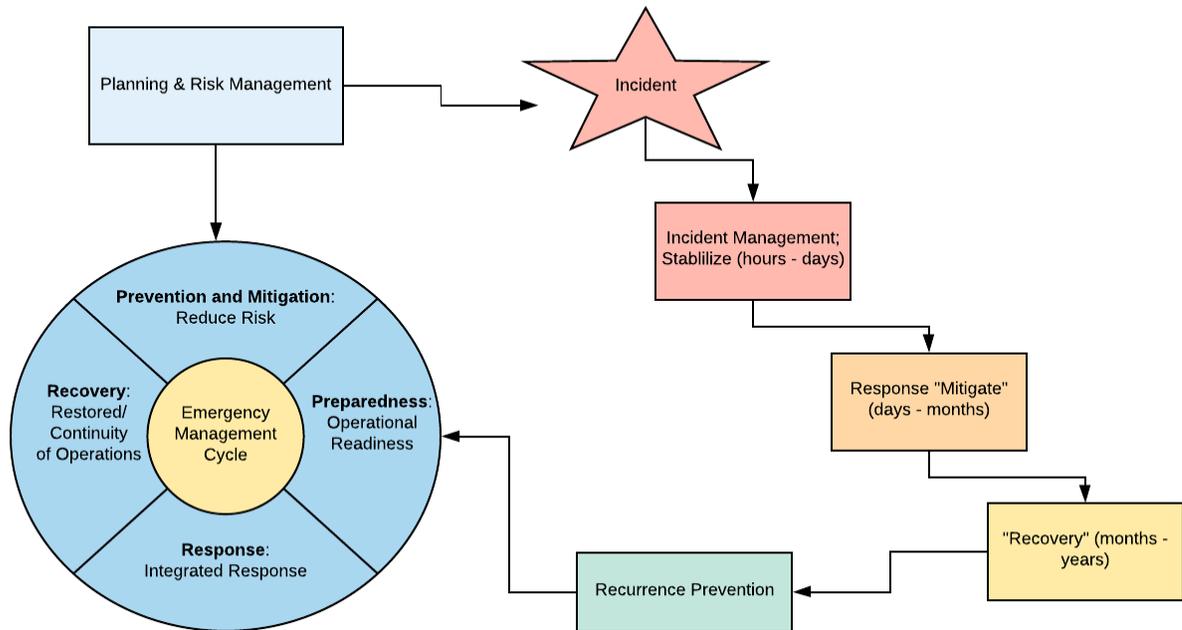
Recovery deals specifically with the processes and procedures necessary to effect the return to normal business operations as quickly as possible. It deals extensively with documenting losses, reporting damage and procedures to “restart” the unit. Effective and timely recovery is critical to the viability of individual academic and administrative units. Assessment of operational status, capabilities and the phasing in of a return to normal business operations must be planned, documented and communicated within the unit’s senior management team as well as the larger university community.

When a centralized, coordinated presence is no longer required, the Laurentian University EOC will stand down and demobilize. The University or a unit thereof will return to an acceptable minimum standard of operations as quickly as possible after an emergency.

Recovery activities may last a few days or several weeks or longer, depending on the emergency. Recovery activities will continue as long as necessary to fortify the return to normal or “new normal” operations. (NOTE: “new normal” refers to the situation where regular day-to-day operations are not exactly the same as the pre-emergency state. They may be enhanced and possibly upgraded to better standards or procedures than before the emergency.)

A debrief will take place after an emergency to evaluate the effectiveness of the EMP and specific emergency procedures. A debriefing will take place after each emergency by all responders involved when a full or partial activation of the EMP occurred.

Emergency Management Plan Framework



4.6 Emergency Documentation

Laurentian University will share important documents, including, specific procedural documents, templates for recording information during an emergency, and any documentation and rationale made in response to an emergency with the Emergency Operations Group.

4.7 Debrief and Learnings

After the incident has been resolved, an incident report will be compiled to include information about the incident, the response taken, and lessons learned. Information for this report will be gathered from the emergency response members. The report will serve as the official record describing the incident and the university's response efforts. The lessons learned will be used to update the EMRP and will be incorporated in future university training exercises.

B. Emergency Response Plan

1.0 Notification and Planning Assumptions

1. During normal operations, routine incidents are handled by Campus Safety, Facility Services, Information Technology, Ancillary Operations, and/or other key service departments of the University.
2. An emergency may occur with little or no warning and can take place outside of normal business hours.
3. An emergency may cause injury, possible fatalities, property loss, reputation and disruption of the University's core functions of research and teaching.
4. Emergencies can quickly overwhelm internal resources and capabilities and may require the assistance of local Emergency Response agencies such as Police Services, Emergency Medical Services, Fire Department and others.
5. Where possible and appropriate, Laurentian University will use available internal resources before requesting external assistance from local municipal agencies.
6. If applicable, the University Emergency Operations Centre will be activated and staffed by Laurentian University personnel. However, during a large-scale emergency (Activation Level), external agencies (police, fire, ambulance) may also assign staff to the EOC.

2.0 Emergency Response Levels

Emergencies may differ by nature, severity and magnitude. Not all situations become Emergencies and can be classified as Incidents. Some incidents may include the intervention of emergency response services such as Police Services, Fire Department or similar agencies.

The University employs an Emergency Response Level classification system where Emergencies are categorized into three categories: Minor Emergency, Enhanced Monitoring and Full Activation Emergencies. These are categorized by the severity, potential impact and resource requirements of the emergency, including the level of assistance required from external (non-university) emergency services.

The criteria that distinguishes between an Incident and an Emergency will depend on several factors which include, but are not limited to the following:

1. The ability of the University to either handle the Emergency with internal resources or require the assistance of external emergency response agencies such as Police Services, Emergency Medical Services or the local Fire Department
2. The scope of the Emergency (how much of the University is affected)
3. The severity of the Emergency (amounts of injuries and/or damage)
4. The duration of the Emergency (how long the emergency lasts)
5. Estimated recovery time (length of time required to return to normal operations)

See Appendix C for Emergency Response Plan Flowchart.

2.1 Emergency Response Level 1 - Minor Emergency

A minor, localized Emergency.

- Unplanned event or occurrence that may adversely impact or threaten life, health or property on campus, and
- The impact of the emergency is localized to a section of a building or a specific building, not several buildings or the entire campus, and
- The duration of the emergency is short, usually less than a day, and the recovery (or return to normal operations) from the emergency is immediate. There are no long-term impacts from this type of emergency, and
- The emergency does not disrupt normal University operations outside the immediate area concerned. Control and response to the emergency is within the normal scope of the University operations;
- External emergency response agencies such as police, fire or ambulance may be involved.

Response

- The Emergency Site Manager deals with the emergency.
- The Emergency Operations Group will be called to action.
- The Emergency Management Team will be notified.
- The Emergency Operations Centre will not be activated.
- During any emergency or crisis on campus, it is important for the University to deal effectively with the media. The Executive Director, Government Relations, Communications, Marketing or delegate, shall be designated to have all contacts with the media so that information exchanged will be accurate and consistent.
- The emergency will be recorded on the responding department's standard forms and process.

2.2 Emergency Response Level 2 - Enhanced Monitoring

A Major Emergency that disrupts normal University operations;

- The emergency can affect several departments, buildings or functions of the University and consequently may affect mission-critical functions such as teaching, research, campus services, or administrative activities, and
- The duration of the event is short to medium (1-3 days) and the recovery (or return to normal operations) from the emergency is not immediate taking several days to return to normal operations;
- External emergency response agencies (e.g., police, fire, paramedics, etc.,) may be called upon to assist the University in responding to the event.

Response

- The University's Emergency Response Plan is activated and the Emergency Operations Group is called into action
- The Emergency Manager is coordinating the emergency.
- The Emergency Management Team is notified.
- The Emergency Manager, consulting with the Emergency Operations Group, will determine if the Emergency Operations Centre will be activated.
- The President, after consultation with the Vice President, Administration, will also determine if it is necessary to temporarily close the University depending on the nature, extent and duration of the emergency.
- During any emergency or crisis on campus, it is important for the University To deal effectively with the media. The Executive Director, Government Relations, Communications, Marketing or delegate, shall be designated to have all contacts with the media so that information exchanged will be accurate and consistent.
- The emergency will be recorded in the University's Emergency Management templates.

2.3 Emergency Response Level 3 - Full Activation

A catastrophic Emergency that impacts the entire campus and possibly the surrounding community.

- The event impacts all or most mission-critical functions of the University, and
- The emergency is not short lived and recovery to normal operations could take several weeks or longer, and
- There are significant long-term impacts to the University. Life, health and property on campus (and in the wider community) are threatened; there may be loss of life and/or significant property damage, and/or significant loss of information.
- The nature, extent and duration of the emergency may warrant the temporary closure of the University.

Response

- The University's Emergency Response Plan and the Emergency Operations Centre are activated, and
- The Emergency Manager is coordinating the emergency. and
- The Emergency Operations Group is called into action
- The Emergency Management Team are notified immediately and called into action.
- The President, in consultation with the Emergency Management Team, may declare a state of emergency.
- External Emergency response agencies are mobilized to assist the University in responding to and recovering from the emergency.
- During any emergency or crisis on campus, it is important for the Emergency Operations Group to deal effectively with the media. The Executive Director, Government Relations, Communications, Marketing or delegate shall be designated to have all contacts with the media so that information exchanged will be accurate and consistent.
- The emergency will be recorded in the University's Emergency Management templates.

3.0 Prioritizing Emergency Response Functions

The Emergency Management Plan and the Emergency Response Plan were developed on the basis of functional priorities. These priorities in order of importance are: **People, Property, Productivity and Reputation**. The four guide the implementation of the Plan and will be the basis for decision-making, particularly in complex cases involving multiple alternatives and/or conflicting opinions regarding actions to be taken.

Specific activities corresponding to each of the functional priorities are:

3.1 People

1. Communicate quickly to summon appropriate services.
2. Locate/rescue/evacuate/protect people; while protecting personal safety.
3. Contain the emergency.
4. Provide access to medical services.
5. Respond to the basic needs of persons affected by providing food, water, clothing and shelter.
6. Provide access to counseling/psychological services as required.
7. Communicate the nature of the emergency to internal and external community members.

3.2 Property

1. Secure sites and control traffic.
2. Assess and control property damage.
3. Recover resources from damaged sources/sites when safe to do so.
4. Restore essential utilities and essential communication networks when safe to do so.

3.3 Productivity

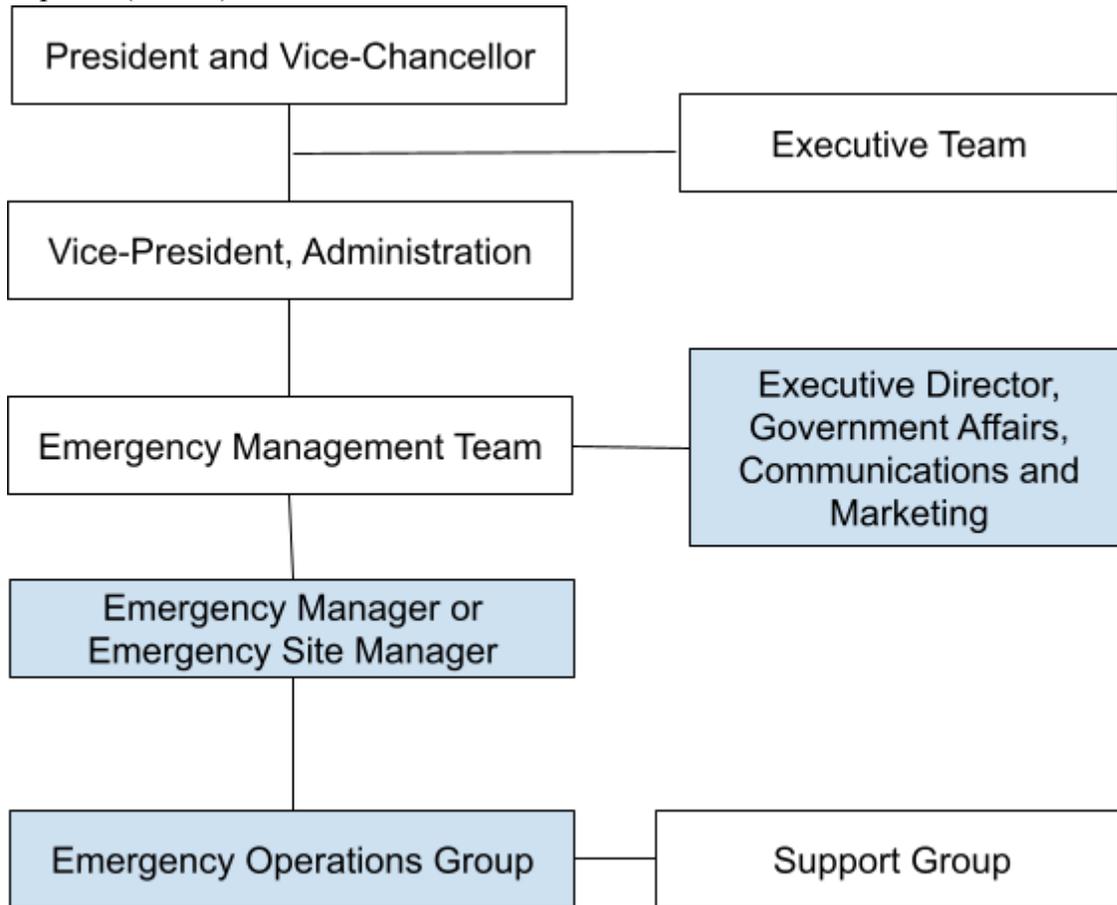
1. Restore communication and alarm networks and building enclosures.
2. Restore key student services (i.e. housing, food).
3. Recover library and computer records.
4. Recover payroll and administration.
5. Recover process documentation.
6. Recover complete functioning of Facility Services support services.
7. Restore fully operational IT services (eg. data centre, network, ...)
8. Plan recovery of academic and research programs

3.4 Reputation

1. Communicate the University's procedure for managing the emergency to the public.
2. Reassure key constituents.
3. Restore confidence in University readiness.

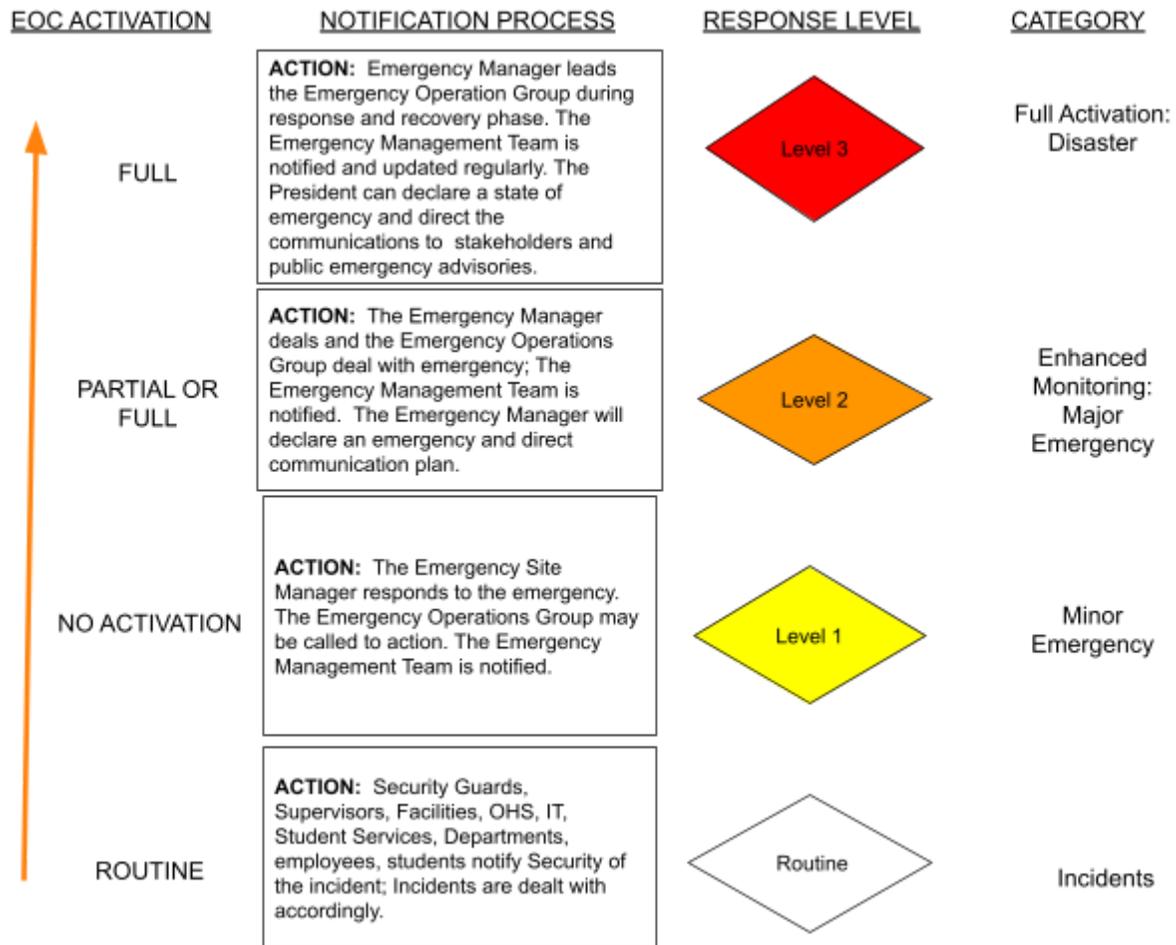
APPENDIX A: Emergency Management Structure Chart

The following diagram illustrates the organization's hierarchy for emergency planning and response (in blue)

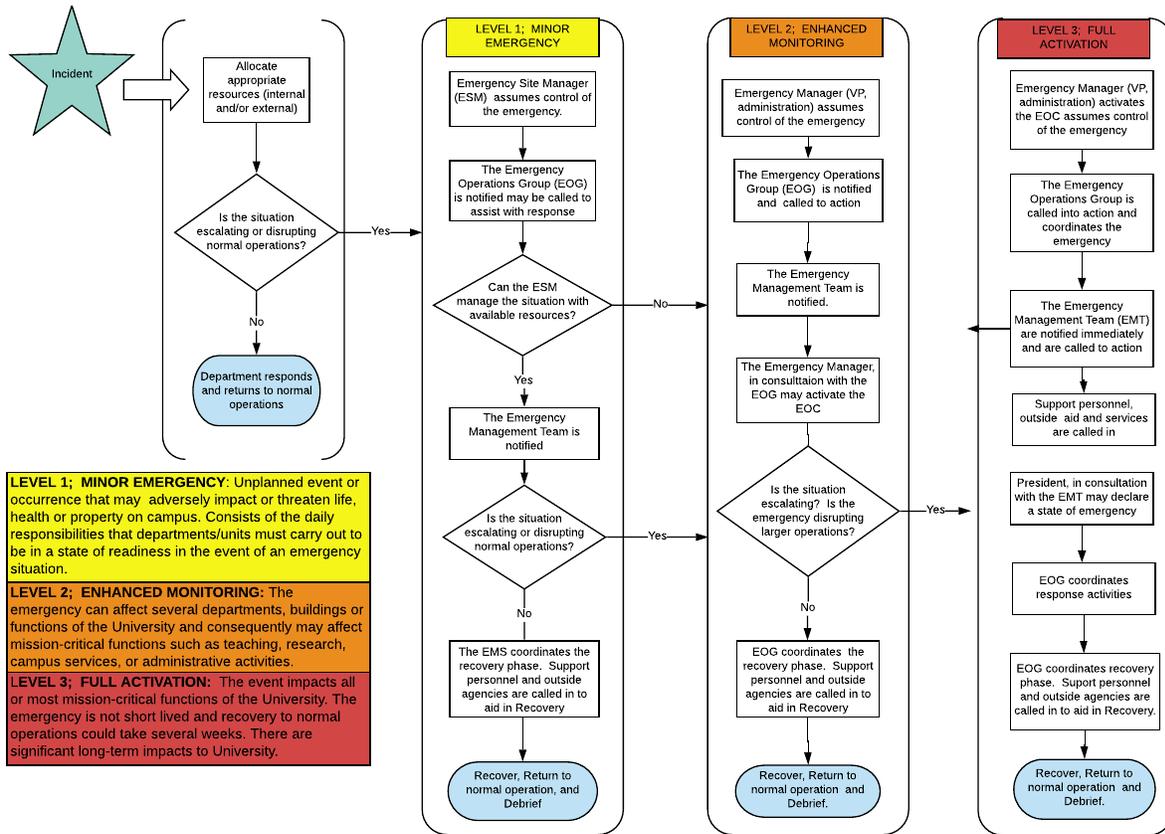


The Emergency Response Plan contained herein assigns responsibilities and outlines the procedures to be followed in the event of an emergency. Contact List is kept on a shared drive and shared with Emergency Management Team as well as kept in the Security Control Centre.

APPENDIX B: Emergency Response by Level Classification



APPENDIX C: Emergency Response Decision Tree



LEVEL 1; MINOR EMERGENCY: Unplanned event or occurrence that may adversely impact or threaten life, health or property on campus. Consists of the daily responsibilities that departments/units must carry out to be in a state of readiness in the event of an emergency situation.

LEVEL 2; ENHANCED MONITORING: The emergency can affect several departments, buildings or functions of the University and consequently may affect mission-critical functions such as teaching, research, campus services, or administrative activities.

LEVEL 3; FULL ACTIVATION: The event impacts all or most mission-critical functions of the University. The emergency is not short lived and recovery to normal operations could take several weeks. There are significant long-term impacts to University.

APPENDIX D: Emergencies Policies and Procedures

The Emergency Response Plan is not intended to replace existing Standard Operating Procedures (SOP) or guidelines that are normally utilized at the scene of an emergency. Campus Safety and other departments shall maintain detailed SOPs related to their area of expertise. These SOPs will not be shared with the general public.

The following guides are made available on our [Laurentian University Website](#).

Emergency Response Guides.

- [Evacuation Procedure](#)
- [Assistance for Individuals with Disabilities](#)
- [Fire Emergency Procedures](#)
- [Medical Emergencies](#)
- [Shelter-in-place](#)
- [Severe Weather Emergency Response Guide](#)
- [Hazardous Material Release](#)
- [IT Security Breach](#)
- [Dealing with Violence or Threats of Violence](#)

Reporting Procedures

- Reporting and Responding to Violent Threat Procedures - coming soon
- [Injuries Reporting Procedures](#)

Other Related Laurentian University Policies

- [Policy on Inclement Weather](#)
- [Policy on Workplace Violence Prevention](#)