



LaurentianUniversity
Université**Laurentienne**

Contact

Director, Security and Risk
Laurentian University

nstmarseille@laurentian.ca

(705)675-1151 ext 1533

(705)673-6562

EMERGENCY MANAGEMENT PLAN

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

Category:	Management
Administrative Authority:	Vice-President Administration
Approval Authority:	President and Vice-Chancellor
Approval Date:	
Effective Date:	
Last Revision Date:	June 7, 2013
Next Review:	(One year from date of approval)

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Purpose

The Emergency Management Plan 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.

Scope

Laurentian University, Huntington University, Thorneloe University, University of Sudbury, the Northern Ontario School of Medicine, Child and Family Centre, Garderie Touche-à-tout, Laurentian Architecture Laurentienne, Living with Lakes, Laurentian @ Barrie, and the Willet Green Miller Centre are all included in the Emergency Response Plan.

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 Plan in the case of uncertainty or conflicting information.

Situational Assessment of Laurentian University

Laurentian University campus on Ramsey Lake Road in Sudbury is home to a community of approximately 920 faculty and staff with an enrolment of approximately 9,000 full and part-time students, of which some 7600 are attached to our main campus in Sudbury. Laurentian University is situated on 760 acres of scenic property located at 935 and 840 Ramsey Lake Road, in Sudbury, Ontario. The University consists of 28 on-campus buildings and a number of portables at various locations on campus. Included in these 28 buildings are three federated universities: Huntington University, Thorneloe University, and University of Sudbury; the Northern Ontario School of Medicine, Living with Lakes and the Willett Green Miller Centre (leased space) situated on 49 acres of developed land. The University also consists of two additional locations: Laurentian Architecture Laurentienne (LAL campus) located at 85 Elgin Street in Sudbury and Laurentian @ Barrie (Barrie campus) located at 130 Bell Farm Road in Barrie.

There is one access road to the Laurentian University campus along Ramsey Lake Road with two entrances onto campus via Ramsey Lake Road and another via Ramsey Lake Road to 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. Access could also be gained to Moonlight Beach on the east shore of Ramsey Lake Road along South Bay Road. The neighbouring Idylwilde Golf and Country Club also contains unpaved access roads, leading to Walford Road. The campus is surrounded by five lakes, but is located on higher ground. Laurentian University also has an affiliation with Universite de Hearst in the town of Hearst.

Definitions

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

Emergency means, an event that

- (a) is unforeseen with immediate consequences; and/or
- (b) threatens to cause, or has caused, substantial property damage, personal injury or distress to the Laurentian community; and/or
- (c) requires the Laurentian community to be quickly and properly informed about the event; and/or
- (d) may disrupt in a substantive manner the normal operations of the university.

Emergency Manager means the Vice-President Administration or alternate.

Emergency Operations Centre means a physical site for coordinating multi-department emergency response efforts. (Of which Laurentian University has one within the Security Department and two alternate locations)

Crisis Management Team is comprised of the following:

Vice-President Administration

Director of Security and Risk

Chief of Staff

Director Physical Plant and Planning

Members of Emergency Management Team assigned to an emergency, depending on the type of emergency.

(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 of Security and Risk, and in the Human Resources Office, and be on the University intranet web page.)

Emergency Operations Group is comprised of the following:

Emergency Manager and/or the Emergency/Site Coordinator together with the Chief of Staff and senior staff or faculty members of the *Emergency Support Group* involved in the emergency.

Emergency and Policy Review Committee comprised of members of the *Emergency Management Team*. An up to date listing is maintained in Security and Risk, and the Office of the VP Administration at all times.

Emergency Site Coordinator means the staff member designated by the Emergency Manager to oversee specific types of emergencies. In most circumstances the Director of Security and Risk will be assigned the role of Emergency Site Coordinator.

Emergency Support Group will be different based on the emergency and is comprised of those University offices and departments who may be directed by the *Emergency Manager* or the *Emergency Site Coordinator* to assume a role in an emergency.

Senior 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. ET consists of the following:

- President and Vice-Chancellor
- Vice-President Administration
- Vice-President, Academic and Provost
- Vice-President, Research and Francophone Affairs
- Executive Director, University Advancement
- Chief of Staff
- University Secretary
- Special Advisor to the President
- Executive Assistant to the President and Vice-Chancellor
- Executive Director, Human Resources and Organizational Development

(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 of Security and Risk, in the Human Resources Office, and be on the University intranet web page.)

Emergency Management Team is made up of the following representatives:

- President and Vice-Chancellor
- Vice-President Administration
- Vice-President, Academic
- Vice-President, Research and Francophone Affairs
- Associate Vice President Student Affairs
- Chief of Staff
- Executive Director of Human Resources and Organizational Development
- Chief Information Officer
- Executive Director of Financial Services
- Director of Media Centre, E-Learning and Telecom
- Director of Security and Risk
- Director of Physical Plant and Planning
- Director of Campus Services
- Director of Housing and Food Services
- Manager of Communications
- Executive Director, University Advancement
- Manager of Occupational Health and Safety
- Representative, University of Sudbury
- Representative, Thorneloe University
- Representative, Huntington University
- Representative, Northern Ontario School of Medicine

Chief of Staff oversees the Manager of Communications and is responsible for communications.

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 Plan.

Tier 1 Response means a minor localized department or building emergency that is unlikely to result in personal injury or extensive damage and that can be resolved by University personnel and internal resources. Activation of the Emergency Response Plan *may* not be required.

Tier 2 Response means a department or building emergency that may result in personal injury or some physical damage but that can likely be resolved by University personnel and internal resources, or limited external assistance. Activation of the Emergency Plan *may* be required.

Tier 3 Emergency means an internally unmanageable emergency which has the potential to generate serious harm for members of the campus and/or external community. Immediate activation of the Emergency Response Plan is required.

Tier 4 Disaster means an internally unmanageable emergency which constitutes a danger of major proportion to life or property for members of the campus and/or external community. Immediate activation of the Emergency Response Plan is required.

Acronyms

CMT	Crisis Management Team
GSPS	Greater Sudbury Police Services
EM	Emergency Manager
EMT	Emergency Management Team
EOC	Emergency Operations Centre
EOG	Emergency Operations Group
EPRC	Emergency and Policy Review Committee
E/SC	Emergency Site Coordinator
ESG	Emergency Support Group
LU	Laurentian University
NOSM	Northern Ontario School of Medicine
SCC	Security Control Centre
WGMC	Willett Green Miller Centre

Plan Objectives

The Emergency Management Plan has been developed in accordance with the following objectives:

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 codes, regular maintenance, preventative maintenance and improvements. Also included in the prevention strategies are provincially legislated regulations.

Mitigation

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

Preparedness

The 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.

Response

The Plan will help to ensure 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 employees, staff, and faculty may be deployed into support roles outside of their usual areas of operation. The University and the Emergency Manager reserve the right to decide on resource allocation and staff redeployment, as needed. 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.

Recovery

The Plan prepares the CMT, EMT,EOG and the ESG with measures to recover from the emergency in a timely and organized fashion.

Emergency Response Tiers

Emergencies are categorized into four (4) response tiers in accordance with the severity, potential impact and resource requirements of the emergency, including the level of assistance required from external (non-university) emergency services.

Tier 1 Response

Tier 1 is a response to a minor, localized department or building event or incident that is unlikely to result in personal injury or extensive physical damage and that can be resolved by University personnel and internal resources. Activation of the Plan *may not* be required. If the event or incident occurs outside of regular working hours, the department where the problem occurred may need to be notified and personnel may need to be called in to attend the event or incident. The SCC will contact the necessary resources in order to attend to the problem.

Tier 2 Response

Tier 2 is a response to a department or building event or incident that may result in personal injury or some physical damage but that can likely be resolved by University personnel and internal resources, or limited external assistance. A Tier 2 Response has a limited duration and little impact to the campus community beyond those using the space/building in which it occurred. Activation of the Plan *may* be required.

Tier 2 Responses also include those events or incidents involving risk to students or to other members of the University community that may require the coordination of various institutional and student supports.

Tier 3 Emergency

Tier 3 is an internally unmanageable emergency which has the potential to generate serious harm for members of the campus and/or external community. Immediate activation of the Emergency Response Plan is required.

Without appropriate intervention, a Tier 3 Emergency may escalate into a Tier 4 Disaster. Response efforts are coordinated through the Emergency Operations Centre.

Tier 4 Disaster

Tier 4 is an internally unmanageable disaster which constitutes a danger of major proportion to life or property for members of the campus and/or external community. Immediate activation of the Emergency Response Plan is required.

Tier 4 Disasters may be single or multi-hazard situations, and require extensive coordination both within and outside the University. Response efforts are coordinated through the Emergency Operations Centre.

Prioritizing Emergency Response Functions

The Emergency Management Plan was developed on the basis of four 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:

People

1. Communicate quickly to summon appropriate services.
2. Locate/rescue/evacuate/protect people; while protecting personal safety.
3. Contain the incident.
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.
7. Communicate the nature of the emergency to internal community members.

Property

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

Productivity

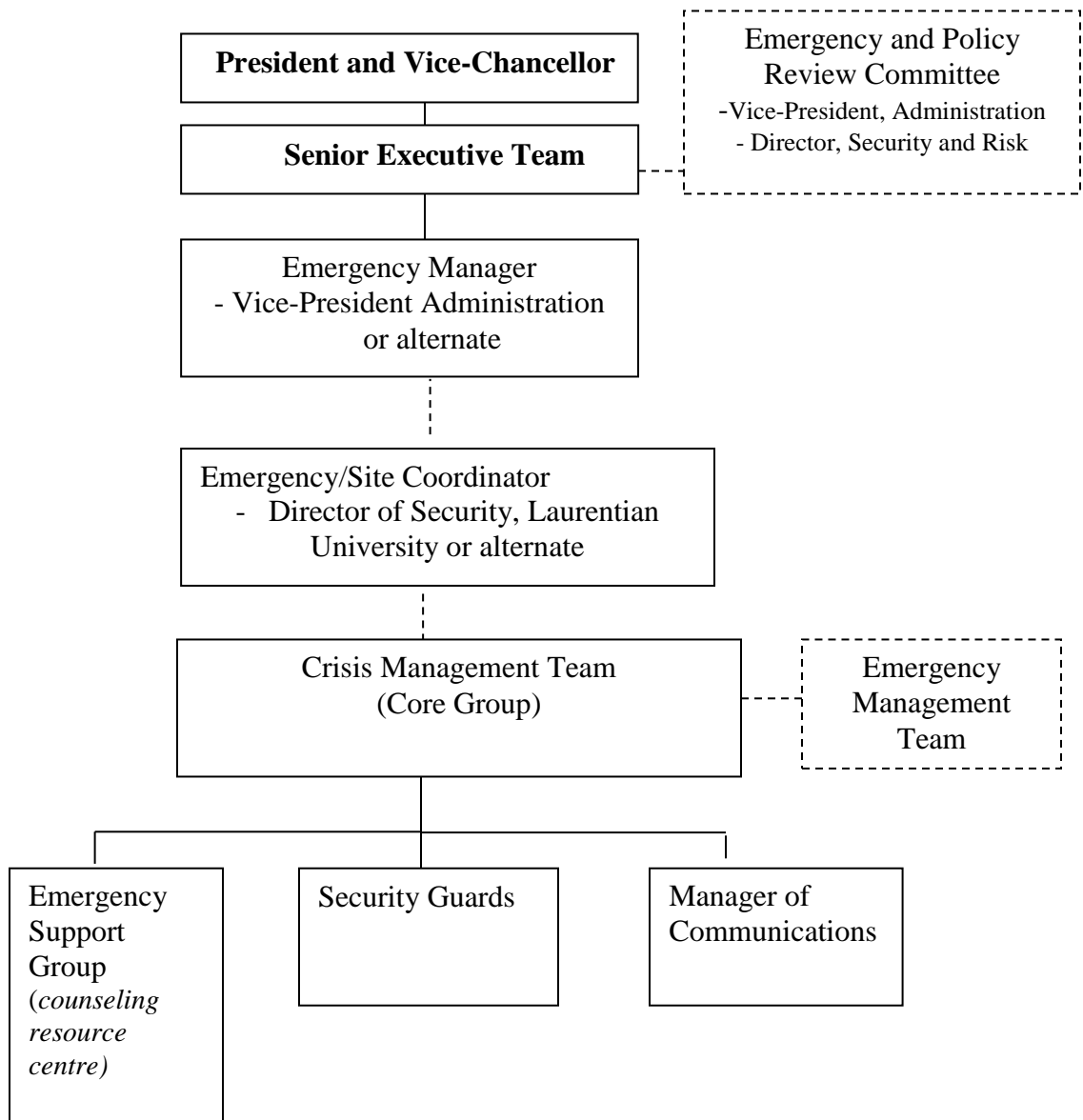
1. Restore communication and alarm networks
2. Restore key student services (i.e. housing, food).
3. Recover library and computer records.
4. Recover payroll and administration.
5. Recover process documentation.
6. Recover complete functioning of Physical Plant support services.
7. Plan recovery of academic and research programs

Reputation

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

Emergency Management Structure Chart

The following diagram illustrates the management structures for emergency planning and response.



Note: Dashed Lines represent management structures that may be utilized periodically or that depend on the type of emergency.

The Emergency Response Plan (also referred to as ‘the Plan’) contained herein assigns responsibilities and outlines the procedures to be followed in the event of an emergency (See Appendix 1, Emergency Contact List).

Roles and Responsibilities

Board of Governors

Request and receives annual report that the Emergency Response Plan complies with legislative and policy requirements. A report of Tier 3 Emergencies and Tier 4 Disasters 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 incidents that occurred during the academic year (July 1 – June 30).

Manager of Communications

The Manager of Communications plays an essential role in informing the University and public at large about the emergency event and its potential impacts. This applies to both internal and external communications.

Primary Responsibilities:

1. Coordinates media liaison and media releases in accordance with internal policies. A prepared, translated generic emergency message should be kept ready for various exigencies, so that it can be adapted quickly to respond to emergencies.
2. In the case of high profile, Tier 3 emergencies and Tier 4 disasters, prepares and submits public information reports and media releases to the President for review, approval and dissemination.
3. Sends out internal messaging to entire community, using the mass communication methods (voice mail, email, twitter, facebook, and public address system).

Emergency and Policy Review Committee

Comprised of the Vice-President Administration, Director of Security and Risk, Manager of Health and Safety, Executive Director of Human Resources and Organizational Development or designates. An up to date listing is maintained in the Office of Security and Risk, and the Office of the Vice-President Administration at all times.

Primary Responsibilities:

1. Reviews the Plan at least once per year or more frequently as required.
2. Recommends modifications to the Plan to ensure on-going emergency preparedness at the University.
3. Implements the Plan as approved.

Emergency Manager

Primary Responsibilities:

1. Responsible for the overall management of emergency coordination and response for the University.
2. Coordinates the development review and updating of the Emergency Management Plan as required to incorporate state-of-the-art information and technology for effective emergency response.
3. Ensures that the Emergency Management Plan takes into account and is compatible with municipal emergency management plans.
4. Undertakes specific duties in the event of an emergency as outlined below.

Emergency Operations Group

Primary Responsibilities:

1. Provides support to the Emergency Manager and/or the Emergency Site Coordinator by coordinating the University's Emergency Support Group and providing input to decisions.
2. Gathers verifies and evaluates incident information.
3. Undertakes specific duties in the event of an emergency.

Emergency Site Coordinator

Primary Responsibilities:

1. Assists leaders from selected University offices and departments in establishing the Emergency Response Group.
2. Monitors all resource deployment decisions in order to minimize risk to students, staff and faculty.
3. In the event of a Tier 3 emergency or Tier 4 disaster, liaises with Coordinators from External Emergency Services (municipal, provincial, federal) as necessary.
4. Undertakes specific duties in the event of an emergency as outlined in the Emergency Response Procedure.

Emergency Support Group

The following University offices and departments have been identified and may be called upon in an emergency. Their responsibilities may include but are not limited to:

Academic Affairs (Registrar's Office, and Academic Deans and Chairs)

Identifies and resolves instructional and research issues, and coordinates necessary faculty resources.

Child and Family Centre

Exercises lock down procedures.

Counseling Services

Assists students, staff and faculty in coping with stress related trauma.

Director of Housing and Food Services

Coordinates dining services for dislocated personnel and emergency workers; coordinates relocation of residents, provides temporary shelter and/or housing when available and as required.

Financial Services

Upon authority of the Vice-President Administration, provides emergency funds and tracks dispersion of emergency funds to Laurentian University departments. Assist Laurentian University departments with large emergency purchase and also with documenting losses and costs.

Garderie-touche-à-tout

Exercises lock down procedures.

Human Resources and Organizational Development

Accesses employee data if needed; assist managers with replacement employees; if necessary, establishes temporary agreements with unions that may contravene collective agreements; assist managers in dealing with critical issues pertaining to employees and liaises with EAP provider to assist with employee needs.

Huntington University

Activates their institutional Emergency Management Plan. The Huntington University representative is to attend the EOC as a member of the EMT.

Information Technology Services

Coordinate computer systems and communications technology to facilitate rapid dissemination of information.

Laurentian Architecture Laurentienne

Alternate Emergency Operations Centre in the event the main EOC cannot be accessed on main campus. In the event of the emergency occurring at the LAL site, the Director of LAL becomes a member of the Emergency Operations Group.

Living with Lakes

Staging area for evacuation purposes.

Northern Ontario School of Medicine

Activates their institutional Emergency Management Plan. The NOSM representative is to attend the EOC as a member of the EMT.

Occupational Health and Safety

Advises and assists with legislative and University health and safety policy and procedural requirements.

Parking

Attends parking lots to open all exit gates to allow free-flowing egress of vehicular traffic from campus parking lots. Arranges and provides transportation services as required.

Physical Plant and Planning

Provides site and building information; mitigates facility and grounds damages and restores to functional level; arranges temporary relocation of displaced units; attends emergency location (if appropriate) to provide technical support; assists Security Guards and/or Emergency Personnel with creating perimeter at the site of the emergency; provide structural evaluations and repairs estimates; oversees contractor activities; create and maintain a binder containing building and floor plans of all LU buildings (duplicate copies of the binder to be held in the PPP, the SCC and the office of the VP Administration).

Purchasing and Contract Management

Initiates and processes purchases. Arranges and coordinates delivery for the required equipment, supplies, and services.

Risk Management

Provides due diligence to mitigate further damage, contact insurance carriers, coordinates with the claims adjuster to oversee damage assessment and repairs, gathers facts and prepares for possible litigation.

Student Health Services

Provides medical information support and back-up; assists in providing services to those with minor injuries and provides trauma support; coordinates with first aid services; provides assistance to students, staff and faculty at risk in accordance with the related policy.

Thorneloe University

Activates their institutional Emergency Management Plan. The Thorneloe University representative is to attend the EOC as a member of the EMT.

University of Sudbury

Activates their institutional Emergency Management Plan. The University of Sudbury representative is to attend the EOC as a member of the EMT.

Willet Green Miller Centre

Activates their institutional Emergency Management Plan. The WGMC will alert Laurentian University Manager of Communications to inform the Laurentian University members working in the WGMC.

Senior Executive Team

Primary Responsibilities:

1. Liaises with government officials and executive members of other organizations in legislative and policy issues related to emergency planning.
2. Provides input to the Emergency and Policy Review Committee in relation to changes that impact or may impact on emergency planning.
3. In the case of the President, or alternate, may be required to respond to media requests for information relating to an emergency situation affecting the University.

President and Vice-Chancellor

As the senior executive officer of Laurentian University, the President and Vice-Chancellor or alternate is the ultimate decision-making authority for the operational and administrative application of the Emergency Management Plan.

Security Guards

Security Guards play an essential role in coordinating initial emergency response efforts.

Primary Responsibilities:

1. Provides first response to the scene of an emergency in accordance with Laurentian University emergency response policies.
2. Will meet external emergency personnel at the University entrance and lead them to the site.
3. The Security Control Centre Officer will maintain the central dispatch area.
4. Provides building/floor plans and keys to appropriate Emergency Personnel.(a binder of building & floor plans to be created & maintained by PPP)
5. Notifies campus or building occupants about the need to evacuate, stay in place, avoid site areas, etc., in accordance with Laurentian University Emergency Management Plan.
6. Maintains order, control and safeguards University assets and personnel.
7. Performs all other duties as directed by the Emergency Manager or the Emergency Site Coordinator.

Security Guards - Emergency Operations Centre

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

The Emergency Operations Centre is located in the Maintenance and Security Building within the Security Department specifically the Security Boardroom. The alternate location is in the Ben Avery Building in the Ken Bahnuk Lounge and the third alternate location is off campus at the Laurentian Architecture Laurentienne at 85 Elm Street at the corner of Elm and Elgin Streets in Sudbury.

Tier 1 and Tier 2 Responses may require the activation of the Emergency Operations Centre. Unless circumstances dictate otherwise, the EOC will always be in the Maintenance and Security Building.

Tier 3 emergencies and Tier 4 Disasters always require the activation of the Emergency Operations Centre. Depending on the nature of the emergency, the EOC boardroom in the Maintenance and Security Building will always be available.

The following equipment and technology must be on-site in order for a location to be designated as an Emergency Operations Centre:

- Emergency & Crisis Group contact information
- Technology that allows for the rapid dissemination of public information;
- Multiple phone lines;
- Desktop and laptop computers with networked capabilities
- Printers and relevant supplies (toner, cartridges, paper)
- Radio access via portable scanning radios for all campus (receive/transmit) and local municipal frequencies (receive only);
- Battery operated, crank radios for local radio media reports
- Campus computer network connections;
- Large scale campus map;
- Hard copy and electronic copies of maps and diagrams of all campus buildings
- Television with cable access;
- Designated Fax machine;
- Capability of having Greater Sudbury Police Service connect to our Emergency Operations Centre
- Photocopier;
- Emergency back-up generator;
- Water and basic non-perishable food supplies;
- Video surveillance equipment;
- WiFi connectivity;

Standard Emergency Management Procedure

This section outlines, in chronological order, the standard set of actions to be taken by designated persons in the event of an emergency. The Emergency Manager and/or the Emergency Site Coordinator may authorize changes to the standard procedure. Other members of the Emergency Operations Group may propose changes as circumstances dictate. The procedure is organized in accordance with the following four stages of emergency response:

1. **Assessment and Notification:** The emergency is assessed, initial response requirements are determined, University Emergency Manager and external emergency services (if warranted) are notified;
2. **Resource Mobilization:** University personnel, external emergency services personnel, and material resources are assembled;
3. **Resource Coordination:** Responsibilities are clarified; response priorities are established, the detailed resource deployment strategy and plan of activities is developed and implemented.
4. **Recovery and Restoration:** The emergency is concluded, University operations are returned to normal, necessary follow-up with human and physical resources is undertaken.

1. Assessment and Notification

For all emergencies or potential emergencies and when necessary; with directives given by the Director of Security and Risk:

The first security guard on the scene shall:

- Take immediate action, in accordance with Laurentian University training and policies, to secure the safety and well-being of life and property;
- Instruct the Security Control Centre Security Guard to notify external emergency services (i.e. police, fire, ambulance), if warranted.

The security guard in charge of the emergency shall:

- Prior to or upon arrival at the scene, instruct the SCC to contact the Director of Security and Risk or alternate;
- Attend the scene in order to assess the emergency;
- Verify that SCC has notified external emergency services, if warranted;
- Relay through the SCC Security Guard, details of the event to the Director of Security and Risk or alternate.

The Security Control Centre security guard shall:

- Provide dispatch services and notify external emergency services (i.e.: police, fire, ambulance) if warranted;
- Relay to the Director of Security and Risk or alternate, details of the event;

- Contact members of the Emergency Crisis Management Team when requested by the Director of Security and Risk or alternate, and log contacted and arrival times of members;
- Provide dispatch services;
- Focus video cameras to view site of emergency and update the Emergency/Site Coordinator;
- Keep and record an activity log while gathering appropriate notes.

The Director of Security and Risk shall:

- During a Tier 3 Emergency and a Tier 4 Disaster, the Director of Security and Risk will notify and provide details of the event to the Vice-President Administration or alternate(s);
- If safe to do so, attend the scene of the event and, in consultation with the Vice-President Administration, or assume unilateral responsibility if the Vice-President Administration is unavailable, classify the event according to emergency response Tier as a Tier 3 Emergency or a Tier 4 Disaster.

When required and if safe to do so, assign Emergency Management Team personnel to undertake immediate duties such as perimeter control and directing emergency personnel to the scene of the emergency.

The Vice-President Administration shall:

- If safe to do so, attend the scene of the event to confirm or reclassify the emergency response tier when deemed to be a Tier 3 Emergency or a Tier 4 Disaster;
- When classified as Tier 3 Emergency or a Tier 4 Disaster, assume the role of Emergency Manager;

In case of a minor and/or internally manageable Tier 1 or Tier 2 Response that does not require activation of the Emergency Response Plan, the Emergency Manager/Vice-President Administration shall:

- Be notified as necessary.

In the case of a Tier 3 emergency, Tier 4 disasters, or other emergency that requires activation of the Emergency Response Plan, the Emergency Manager/Vice-President Administration shall:

- Mobilize the necessary resources through consultation with the Director of Security and Risk;
- Notify selected individuals/departments of the emergency as per the Emergency Contact List (Appendix 1), and;
- Instruct Emergency Contacts to take action as required to maintain normal business continuity.
- Recommend that the President and Vice-Chancellor or designate declare an emergency, and;
- Activate the Plan.

The President and Vice-Chancellor or designate is responsible for the declaration of an emergency. In the absence of the President and Vice-Chancellor, the first designate is the Vice-President Administration and the second designate is the Director of Security and Risk.

2. Resource Mobilization

The Vice-President, Administration shall:

- Ensure that the President and Vice-Chancellor has been notified of the event;
- On the basis of information provided by the Director of Security and Risk, direct selected university offices and departments to initiate the Emergency Management Plan;
- Identify appropriate senior staff or faculty members to participate as members of the Emergency Operations Group;
- Convene a preparatory meeting of the Emergency Management Team;
- Establish which EOC to be used if not the main Emergency Operations Centre;
- Instruct the Director of Security and Risk or alternate to assume the role of Emergency Site Coordinator;
- Determine whether the University shall be closed or remain open;

The Director of Security and Risk shall:

- Assist leaders from selected University offices and department in establishing the Emergency Support Group.

The President and Vice-Chancellor shall:

- If safe to do so, attend the scene;
- Provide guidance and direction for continued activation of the Emergency Management Plan and monitoring of the emergency;
- Respond to media enquiries in certain circumstances (Tier 3 or Tier 4). For the most part however, the Manager of Communications will carry out this role.

3. Resource Coordination

For all emergencies,

The Emergency Manager shall:

- Provide resource support as requested in the event that Greater Sudbury Police Services, or relevant polices services like the OPP, RCMP or other agencies take charge of the emergency;
- In conjunction with the Emergency Site Coordinator and on the basis of information provided by the Emergency Operations Group, establish the response priorities;
- On the basis of information provided by the Emergency Site Coordinator and in conjunction with members of the Senior Executive Team, develop a plan for allocating funds and material resources for the emergency, if warranted;
- Maintain a physical presence at the EOC, if possible;
- Provide logistical, administrative and material support to the Emergency Site Coordinator, including the acquisition of major equipment or materials as requested by the Emergency Site Coordinator;
- Oversee the deployment of resources and personnel in accordance with established priorities;

- Arrange meetings as required for planning and consultations with the Emergency Site Coordinator, Emergency Operations Group and, if applicable, leaders of external response agencies;
- In the case of a provincially-declared disaster, ensure the timely exchange of information with the President, Emergency Site Coordinator and Emergency Operations Group;
- Provide regular briefings to the President on the status of the emergency and resource requirements;
- In conjunction with the Chief of Staff, ensure that the University community and public are kept fully advised of the emergency, including its cause, the response efforts underway and what precautions, if any, they should take.

The Director of Security and Risk shall:

- Provide resource support as requested in the event that the Greater Sudbury Police Services or other relevant agency takes charge of the emergency;
- Assume the role of Emergency Site Coordinator if instructed to do so by the Emergency Manager or if appropriate in circumstances where the Emergency Manager is unavailable;
- Maintain a physical presence at the EOC, if possible;
- Liaise with Coordinators from External Emergency Services (municipal, provincial, federal) as necessary;
- Assist in establishing the Emergency Support Group;
- Coordinate the activities of the Emergency Operations Group;
- In conjunction with the Emergency Operations Group, develop a detailed resource deployment strategy and plan of activities for preventing the escalation of and responding to the emergency;
- Monitor all resource deployment decisions in order to minimize risk to students, staff and faculty;
- Identify gaps in available resources and communicate the need for additional resources to the Emergency Manager and/or to External Emergency Services;
- On the basis of information provided by the Emergency Support Group, Laurentian University Security Personnel, Chief of Staff and External Emergency Services, monitor the emergency on a continuing basis;
- In conjunction with the Emergency Operations Group, develop and implement contingency plans as required.

Members of the Emergency Operations Group shall:

- Activate the Emergency Support Group by notifying and meeting with designated members from the relevant University departments;
- Provide direction to Emergency Support Group members in accordance with the emergency resource deployment strategy and departmental business continuity plans;
- Restrict services and access on the campus where necessary;
- Coordinate communications and activities by acting as the central liaison between emergency sites, departments, victims and their families, and other persons involved in the emergency by using the EFAP (Employee and Family Assistance Program);
- Establish and support staging areas as needs dictate – for example, victim assistance, media relations, family reception centre;

- Ensure that staffing is adequate to provide effective emergency response, that staff needs are addressed, and that opportunities for relief are sufficient;
- Establish procedures for record-keeping, routine updates and securing the Emergency Operations Centre and other key sites affected by the emergency.

Members of the Emergency Support Group shall:

Carry out their duties as directed by a member(s) of the Emergency Operations Group and in accordance with the specific Emergency Support Group responsibilities.

The Department of Security and Risk shall:

- Assist in the deployment and coordination of the Emergency Support Group;
- Provide information and operational support to the Emergency Support Group through department and site contacts, as required;
- Provide building/floor plans and access to police or other emergency services;
- Perform all other duties in accordance with LU policies and as directed by the Emergency Manager or Emergency Site Coordinator.

The Manager of Communication shall:

- Prepare and submit public information reports and media releases to the President and Vice-Chancellor for review and dissemination;
- Coordinate media liaison and media releases in accordance with internal policies;
- Ensure that internal communication processes are also carried out for Tier 3 Emergencies and Tier 4 Disasters when otherwise warranted.

The President and Vice-Chancellor shall:

- Publicly announce that a Campus Emergency had been declared and offer assurances to the Campus community;
- On the basis of information provided by the Emergency Manager, request emergency relief and disaster assistance from municipal, provincial or federal agencies, as required;
- Review, approve and deliver public information reports and media releases related to the emergency;
- Assist the Emergency Manager to mobilize the University's resources in response to the emergency and to acquire outside materials and assistance as required;
- Provide guidance, information and administrative support to the Emergency Manager as required.

4. Recovery and Restoration

For all emergencies:

The President and Vice-Chancellor shall:

- Make a public announcement when a Campus Emergency has been concluded, if warranted;
- Support the Emergency Manager in mobilizing University resources to facilitate recovery and restoration;
- Secure operational and administrative support for the Emergency Manager, as required.

The Emergency Manager shall:

- In conjunction with the Emergency Site Coordinator, notify the President and Vice-Chancellor when the emergency has been concluded, and recommended that the Emergency Management Plan be de-activated;
- Instruct the Emergency Operations Group to de-activate the Emergency Management Plan;
- In conjunction with the Emergency Support Group, identify and arrange for necessary repairs and academic or administrative space adjustments, if applicable;
- Ensure that Critical Incident Stress Debriefing as well as additional psychological or medical support, if required, is made available to all University participants in the emergency;
- Provide regular briefings to the Senior Executive Team on the status of the recovery and restoration efforts;
- In conjunction with the Emergency Site Coordinator, prepare a report detailing the operational aspects, including strengths and weaknesses, of the emergency response, and recommendations for modifying the Emergency Management Plan and/or the Emergency Response Procedures if warranted;
- Prepare a financial report detailing the cost of the emergency.

The Emergency Site Coordinator shall:

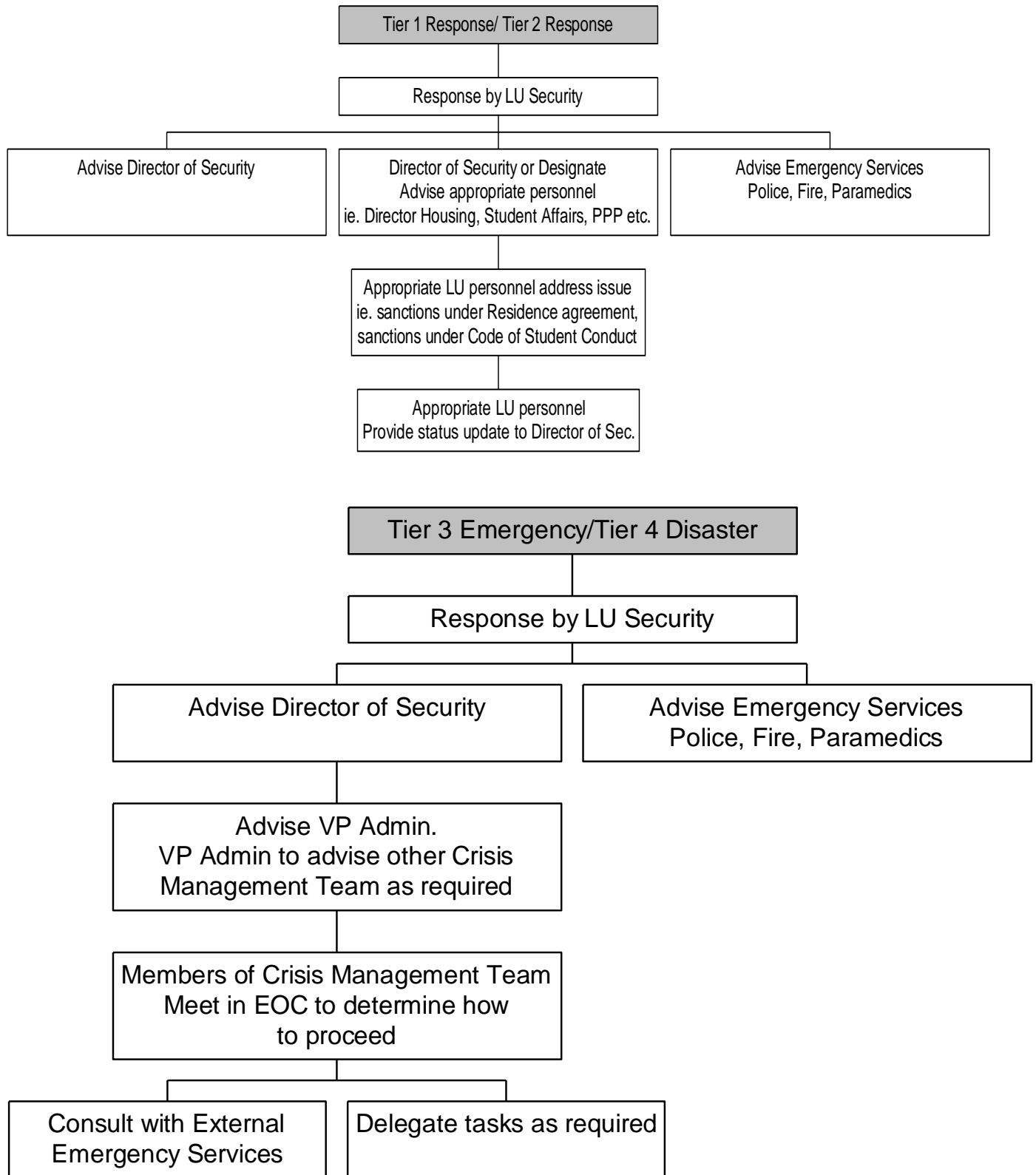
- Shut down the EOC, if applicable;
- Organize an operational debriefing(s) for all University staff involved in the emergency, and for the larger University community if warranted;
- Request situation reports from each member of the Emergency Operations Group detailing the operational and financial aspects of their department's participation in the emergency, including recommendations for future emergency response.

Members of the Emergency Operations Group shall:

- Meet with members of their respective departments to debrief and gather information for the situation report to be provided to the Emergency Site Coordinator, including details of damaged equipment, facilities, resources, injuries to personnel resulting from the emergency, and recommendations;
- Arrange for psychological/medical supports for those Emergency Support Group members who request or require them.

The staff from the Security and Risk Office, or as needed, from Physical Plant and Planning shall assume dispatch duties during a Tier 3 Emergency or Tier 4 Disaster.

Emergency Response by Tier Classification



Emergency Classification by Event Type

Events	Tier 1 Response	Tier 2 Response	Tier 3 Emergency	Tier 4 Disaster
Animal Rights	University targeted with protests, sabotage, injuries or damaging activities on a localized and small scale.	Research is seriously disrupted with long term impacts, because Incident events are occurring on an ongoing or large scale. University's reputation is undermined.		
Armed Person; Active Shooter; Armed and Barricaded Person; Hostage-taking				An armed person is on campus and threatens to cause injury or death to themselves or others.
Assault Threat of violence/assault		An isolated or unpublicized event with minor injuries occurring, which requires a response to victim needs and may generate concern about campus safety.	Serious injury or fatalities occur to one or more people, with extensive victim response necessary and potential widespread public attention. External agencies are called in to investigation.	
Biohazardous Spill	Minimal or no injuries occur and a minor clean-up is required. The disruption is minimal and temporary and an investigation is not required.	A major clean-up is required. Injuries or exposure to infectious materials may or have occurred and services may be disrupted pending clean-up/decontamination An investigation is required		
Bomb – Threat, Detonation or Ignition			A bomb threat has been received by or reported to a member of the University community	A bomb or other explosive device has been detonated or ignited on or near the campus

Building Structural Failure	Minimal or no injuries, causes temporary loss of use of an area, with impacts upon a small select group.	May result in minor injuries and may de commission a building or facility for an extended period.	May result in serous injuries, fatalities or physical damage requiring extensive response and recovery efforts.	
Chemical Spill/ Radiation Release		Minimal or no injuries occur and a minor clean-up is required. The disruption is minimal and temporary but an investigation is required and the appropriate agencies notified	A major clean-up is required. Injuries or fatalities may or have occurred and the loss of use or service is ongoing and disruptive. External agencies help manage and investigate the event.	
Civil Disobedience		Few or minimal harm to persons or property with only modest disruption to University operations. Media, personal security and escalation concerns exist.	Property damage, personal injuries and a total disruption of critical services or University operations occurs. High level security concern and media relations problems exist. University policies and practices are targeted directly.	
Computer Failure	Resulting in a disruption of short term services which impact on daily operations but do not incur critical losses to the University community.	Resulting in a significant loss of administrative, research or student material affecting many people in need of recovery assistance or options.	Major loss of data and systems technology affecting administrative, research and student work with minimal means of restoration or recovery.	
Electrical Outage		Facility use is temporarily lost with minimal impact on critical operations, such as winter heating systems or student residences. A temporary	A critical facility or system is lost for an extended period of time, displacing students, departments or essential University	Facility or system losses are widespread with the risk of serious immediate and long term consequences. Remedies to the situation are not

		disruption occurs without completely displacing services or staff.	operations. The disruption is major with significant ramifications.	easily forthcoming because of its significant impact.
Equipment/ Building Infrastructure Failure		Limited harm to persons or property with a temporary loss of service or use. Disruption can be remedied with moderate efforts.	Risk of harm to person or properties or to University operations is significant and not easily remedied, requiring extensive effort.	Serious and widespread harm to person, property or University operations may occur. Long term and extensive remedial efforts are required.
Fire/Explosive		Minimal damage to persons or property occurs with a limited loss of facilities or services. Normalcy is very quickly restored after a contained event such as this.	More extensive damage to people or property disrupts operation in an area requiring relocation of services or residents. All or a large portion of a facility is affected with a long term recovery period.	Several buildings are affected or lost with injuries and/or fatalities resulting. Considerable planning is needed to accommodate displaced services, departments or residents.
Gas Leak		Minimal risk or injury to persons or disruption of operation with limited loss of facilities or services. Normalcy is quickly restored after a contained event such as this.	Extensive risk or damage to people or property disrupts operation in an area requiring relocation of services or residents. All or a large portion of a facility is affected with a long term recovery period.	Several buildings are affected with injuries and/or fatalities resulting. Considerable planning is needed to accommodate displaced services, departments or residents.
Inclement Weather (ice storms and blizzards)		Severity of impending storm leads to closure of facilities and cancellation of non-essential operations.	Severity of storm leads to property and infrastructure damage. Community members stranded on campus	

Infectious Disease		One or more infectious carriers are identified with a known and moderately dangerous contagion. Public health education and medical treatment are adequate to manage the event.	Known or unknown infectious carriers exist spreading a potentially deadly or an unidentifiable or highly contagious disease. Extensive tracing of source and contacts is required with an immediate need for containment. Impact on the campus community is highly disruptive.	Contagion is spread with serious consequences. Source or means of infection are unclear as is the pattern of exposure. A major public health crisis occurs which disrupts University operations and leads to city wide and national concern.
Missing Person		A person is missing long enough to cause concern requiring WLUSCS and Police to investigate in the University community. Event appears isolated and not random.	One or two persons are missing for days under suspicious circumstances requiring a full campus search and a public appeal for information. Event appears to be either random or the targeting of a social group, such as young and female. The risk of reoccurrence is high and concern is pervasive.	
Murder or Murder/Suicide Hostage Taking		Of a member of the campus community but in circumstances unrelated to the University. The impact is greater on a local area or group of people and the disruptive effects can be adequately responded to by University resources.	Occurs on campus with others widely exposed to the event. The impact seriously affects a faculty or department due to the witnessed loss of a community member or the event may involve a relationship related to the University operations or social life.	A public event occurs with several victims from the Campus community and which results in widespread fear and disruption of University operations. Restoring normalcy is a lengthy and involved healing process for the whole community.

Natural Disaster (tornado, earthquake) Separate these to define different disasters....		Minimal damage to persons or property occurs with a limited loss of facilities or services. Normalcy is very quickly restored.	More extensive damage to people or property disrupts operations in an area requiring a relocation of services or residents. All or a large portion of a facility is affected with a long term recovery period.	Several buildings are affected or lost with injuries and/or fatalities resulting. Considerable planning is needed to accommodate displaced services, departments or residents.
Sexual Assault <i>Note: This is handled by external agencies for both internal and external situations</i>		Occurs on campus and one person is involved. External agencies are called to investigate the seriousness of this event. It also may require a specialized team to get involved.	Occurs on and off campus and one or more people are involved. External agencies are called to investigate. Becomes public and restoring normalcy is a lengthy and involving healing process for the whole community.	
Suicide		Of a campus community member but in circumstances unrelated to the University. A local area or group is impacted, requiring a University response to the secondary victims.	An event occurs on campus which is witnessed or staged to impact others and is related to aspects of the victim's University involvement.	
Terrorist Threat	Covered by a number of other Event categories (e.g. bomb threat, chemical spill, bio-hazardous spill).			

This chart is intended as a guideline only. Specific circumstances will determine emergency classification.