

University of Prince Edward Island Policy	Policy No. govbrdrmt0001	Revision No. 0
Policy Title Crisis Management Plan		Page 1 of 2
Creation Date March 16, 2004	Version Date March 16, 2004	
Authority Board of Governors	Review Date April 16, 2006	
Responsibility Crisis Management Team		Access W

1 Purpose

1.1 To establish and maintain a Crisis Management Plan (CMP) for use by University personnel during on-campus or external emergency situations that impact UPEI.

2 Scope

2.1 This policy and the supporting Crisis Management Plan applies to all students, faculty and staff of UPEI, as well as any visitors to the campus during periods when the Crisis Management Plan is invoked.

3 Responsibility

- 3.1 General responsibility for this policy and the maintenance of the Crisis Management Plan rests with the Vice President Finance & Facilities.
- 3.2 The President, as Chair of the Crisis Management Team, is responsible for declaring an emergency as outlined in the CMP and activating the Crisis Management Centre.

4 Policy

- 4.1 Background: In the event that the University is confronted with an emergency situation, it is important that there be an appropriate planning document and emergency framework in place to direct the immediate response and management of the situation. This requirement necessitated the development of a Crisis Management Plan for UPEI that governs these potential situations. It is a requirement of this policy that the University maintain, test and regularly update the CMP.
- 4.2 Policy Statement: The Crisis Management Plan is established under the authority of the President and is intended for use by University of Prince Edward Island (UPEI) personnel. It is complementary to governing the command, control, coordination and declaration of critical incident, emergency and disaster situations.
- 4.3 The University of Prince Edward Island assumes the responsibility to assist local municipal authorities in managing an organized and coordinated response which addresses both immediate and long-term needs created by an emergency on

campus property.

- 4.4 The objectives are to minimize personal injury, human trauma, and property damage; to maintain academic programs; and to keep the University community as well as the public informed about the crisis. Clear direction and timely communication will assist in an expedient resumption of regular operations.
- 4.5 The Crisis Management Plan is in addition to emergency response and evacuation plans presently in effect in a number of UPEI faculties and departments.

5 Review

- 5.1 This policy and the Crisis Management Plan shall be reviewed by the Crisis Management Team every two years. The Vice President, Finance & Facilities shall be responsible for ensuring that the review is completed.