

University of Prince Edward Island	Policy No. govbrdrmt0011	Revision No. 0
Policy Title: Emergency Preparedness and Response Policy		Page 1 of 5
Creation Date: May 21, 2024	Version Date: May 21, 2024	Review Date: May 21, 2029
Policy Approval Authority: Board of Governors	Designated Executive Officer(s): President Vice-President, Administration and Finance	WWW Access: Yes

1. Background

- 1.1. The University aims to reduce the negative impact of emergencies and disasters on university members, its campus, operations, properties and the environment.
- 1.2. In the event that the University is confronted with an emergency, appropriate planning together with an emergency framework are required to direct the immediate response, management, and communication of the emergency situation and to expeditiously and efficiently restore academic and research programs and University operations.

2. Purpose

- 2.1. The purpose of this Policy is:
 - 2.1.1. To establish the guiding principles for managing a University emergency and
 - 2.1.2. To define the core elements in the development of the University's Emergency Preparedness and Response Program, including roles and responsibilities in preventing, preparing for, responding to, and recovering from a University emergency.

3. Scope

- 3.1. This Policy applies to the entire Emergency Preparedness and Response Program of the University and all supporting plans.
- 3.2. Supporting plans to UPEI's Emergency Preparedness and Response Program include the following:
 - 3.2.1. Emergency Management Response Plan
 - 3.2.2. Building Emergency Plans
 - 3.2.3. Departmental Emergency Management Plans and Business Continuity Plans
- 3.3. This Policy applies to all University Members.

4. Definitions

4.1. In this Policy:

- 4.1.1. **Business Continuity** means the development of advanced arrangements and procedures that enable the University to respond to an emergency in such a manner that critical business functions continue to operate.
- 4.1.2. **Campus** means all UPEI campuses and offices on Prince Edward Island.
- 4.1.3. **Department:** An academic, operational or administration department or unit of the University.
- 4.1.4. **Emergency** means a present or imminent event that poses a threat to the health and safety of the UPEI campus. Emergencies are capable of being coordinated by local resources and municipal first responders.
- 4.1.5. **Emergency Operations Centre (EOC)** means a central location for key campus decision-makers, emergency planners, and designated officials to direct and coordinate the response to emergency situations effectively.
- 4.1.6. **Emergency Operations Team (EOT)** means the group of designated UPEI employees who coordinate information, resources, and operations during a response to an emergency.
- 4.1.7. **Emergency Preparedness** means those measures, such as the development of plans, mutual aid agreements, resource inventories, training, exercises, and testing of emergency communications systems, undertaken in advance to ensure that individuals and agencies will be ready to react and respond in the event of an emergency.
- 4.1.8. **Emergency Response** means those measures taken immediately after an emergency has occurred and for a limited period of time thereafter, primarily to save human life, treat the injured, prevent further injury, and minimize/mitigate other forms of loss.
- 4.1.9. **Senior Executive Team (SET)** comprises the President, Vice-President, Administration and Finance, Vice-President, Academic and Research, Vice-President, People and Culture, and Chief Information Officer.
- 4.1.10. **University, UPEI** means the University of Prince Edward Island.
- 4.1.11. **University Member** means Faculty members, employees, and students of the University, both full and part-time, and visitors; members of the University's Board of Governors, and any other person who teaches,

conducts research, works or volunteers at or under the auspices of the University.

5. Responsibilities

- 5.1. This Policy is authorized by the University's Board of Governors.
- 5.2. The overall authority for decisions on emergency preparedness, response, and business continuity rests with the President.
- 5.3. Administration of this Policy and the development of corresponding plans, procedures and programs are the responsibility of the Vice-President, Administration and Finance.
- 5.4. UPEI Health, Safety, and Environment Department is responsible for support the development, implementation, and maintenance of the Emergency Preparedness and Response Program and its related plans.
- 5.5. University members are expected and required to follow the University Emergency Preparedness and Response Program instructions.

6. Policy

- 6.1. The University shall develop and maintain an Emergency Preparedness and Response Program based on the core elements of preparedness and mitigation, response, recovery, and business continuity.
- 6.2. The University shall undertake emergency preparedness activities to ensure the University and University Members are ready to respond to an emergency.
 - 6.2.1. Preparedness will be accomplished by:
 - 6.2.1.1. Identifying risks;
 - 6.2.1.2. Prioritizing the University's critical functions and implementing appropriate mitigating strategies;
 - 6.2.1.3. Establishing effective emergency communication systems;
 - 6.2.1.4. Developing resource and contact lists and mutual aid agreements;
 - 6.2.1.5. Providing adequate training and education to University Members;
and
 - 6.2.1.6. Exercising and updating procedures and plans frequently.

- 6.3. The University shall develop, maintain, and test an Emergency Management Response Plan for use by designated University employees during on-campus or external emergencies that impact UPEI.
- 6.3.1. The Emergency Management Response Plan is established under the authority of the President and is complementary to the command, control, coordination, and declaration of critical incidents, emergencies, and disaster situations.
- 6.3.2. Response activities, and thus elements of the Emergency Management Response Plan, include:
- 6.3.2.1. The activation of the EOT;
 - 6.3.2.2. Opening and staffing of the EOC;
 - 6.3.2.3. Mobilization of resources; issuance of warnings and evacuations;
 - 6.3.2.4. Delivery of social and medical services;
 - 6.3.2.5. Building and facility damage assessment; and
 - 6.3.2.6. Security and protection of property.
- 6.3.3. The Emergency Management Response Plan is in addition to other supporting plans, including but not limited to those related to university closure, pandemic response, communicable disease outbreaks, building emergency plans and recovery, and business continuity, and procedures presently in effect or to be developed.
- 6.4. The University is responsible for assisting local municipal authorities in managing an organized and coordinated response that addresses immediate and long-term needs created by an emergency on any campus property.

7. Review

- 7.1. This Policy is to be reviewed every five years or earlier as circumstances dictate. All related plans and procedures shall be reviewed every year by UPEI Health, Safety, and Environment Department.
- 7.2. The Vice-President, Administration and Finance shall be responsible for ensuring the review of this Policy and all related plans and procedures.

8. Related Policies

- 8.1. *University Closure Policy*
- 8.2. *Communicable Disease Policy*
- 8.3. *Health, Safety and Environment Policy*
- 8.4. *Student Travelling Abroad Policy*