

Name:



### 1.3 Definitions

Business Continuity (BC): Business continuity is a plan that focuses on ensuring continuation of critical services, regardless of the emergency.

Department: A department for these purposes is all academic departments, administrative departments, ancillary units, and operations housed within the University or at leased facilities off-campus.

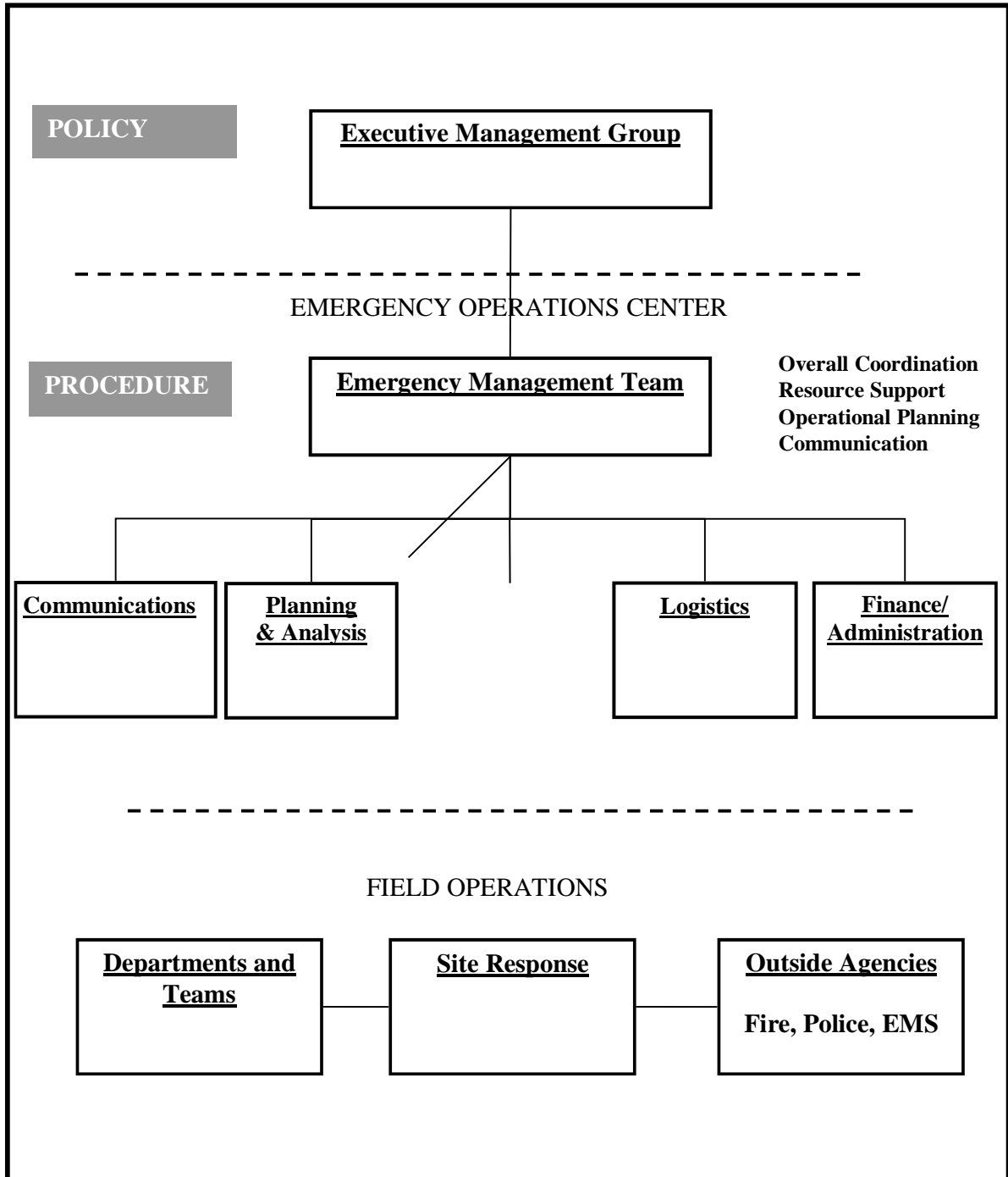
Emergency



## Report to the President

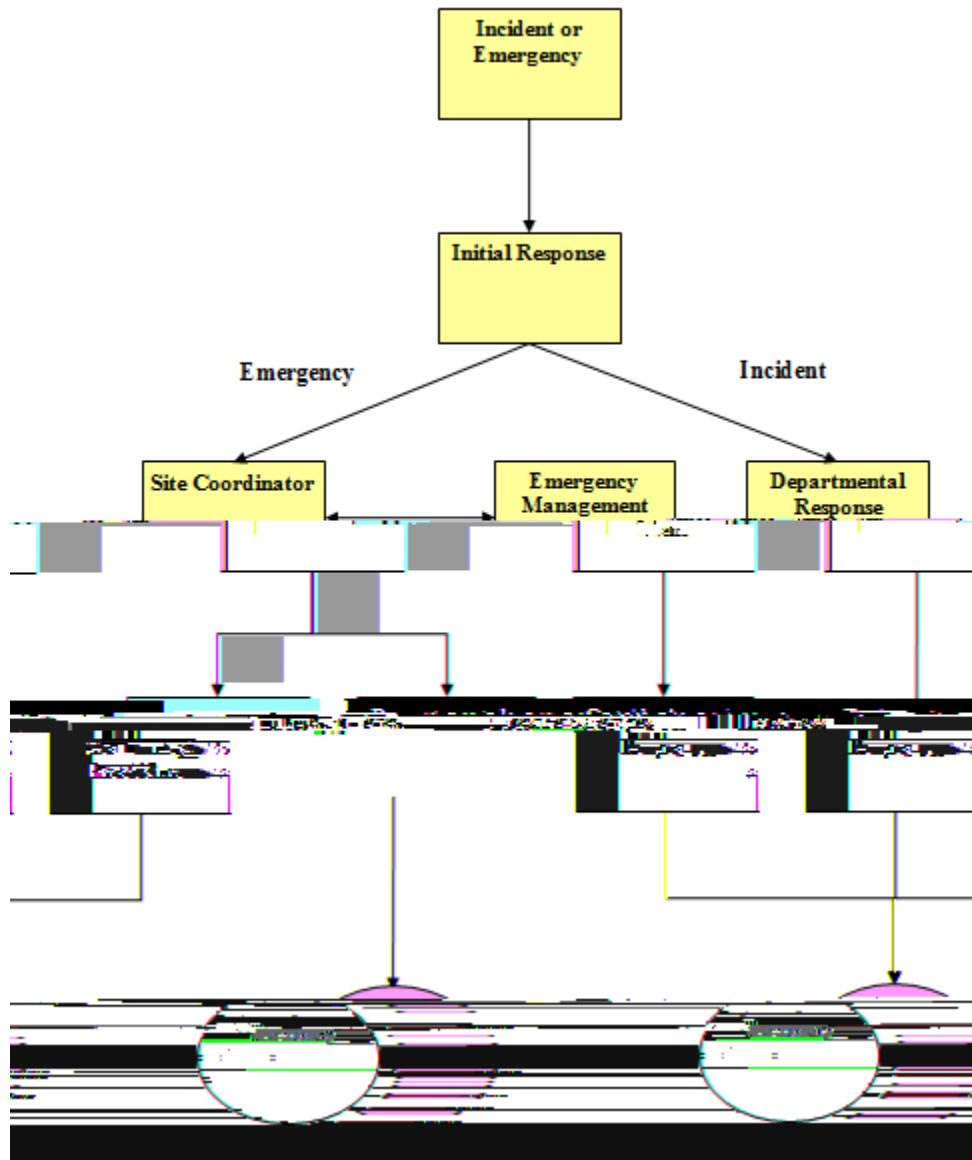
2.0 Emergency Management Structure

2.1 Incident Management System Functional Chart



2.2

### 2.3 Emergency Response Flowchart











Site Coordinator and Alternates for EM Procedures

Incident	Site Coordinator	Alternate
Ammonia Leak	Manager, Security	Manager, Maintenance & Operations
Bomb Threat	Manager, Security	Manager, Maintenance & Operations
Fire	Manager, Security	Manager, Maintenance & Operations



### 3.5 Roles and Responsibilities

#### 3.5.1 Alerting Responsibilities

Prior to or concurrent with the first of either the declaration of an emergency or the decision to assemble the Emergency Management Team, the Associate Vice-President, External Affairs will alert the Communications Manager to the emergency and its circumstances and will provide direction for the responding to initial inquiries from the media and the public.

The Associate Vice-President, External Affairs will assemble the Emergency Communication Unit.

#### 3.5.2 Emergency Communication Unit

The Emergency Communication Unit will be led by the Associate Vice-President, External Affairs.

The Unit will be responsible for all communications.

#### 3.5.3 Emergency Communication Unit Responsibilities

The Unit will be responsible to:

- Provide communications and media counsel to the Associate Vice-President, External Affairs and the Emergency Management Team
- Assist in the identification of an official spokesperson and alternate, and providing support to those individuals
- Prepare and disseminate statements/information to the campus community, interested constituencies, the media, and other groups as identified
- Handle public inquiries regarding the emergency
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## 4.0 Emergency Awareness Plan

### 4.1 Rationale

To ensure all of the Saint Mary's Community are aware of the University's Emergency Procedures.

### 4.2 Principles

- Promote the safety of all persons at or near Saint Mary's University
- Create awareness of the University's Emergency Procedures;
- Communicate responsibilities under the Emergency Response plan;
- Establish confidence in the emergency preparedness procedures for the University;
- Contribute to a healthy, safe and supportive workplace.









Table A – Frequency

Frequency Score	How likely is this emergency to occur?
1	> 10 years between occurrences
2	> 1 year between occurrences
3	> 1 month between occurrences
4	> 1 week between occurrences



## Section 2. Preparation Section

List all items or procedures that you use to reduce this emergency, before an emergency occurs. List the things that can be done 7, 3 and 1 day(s) in advance of the emergency. Note if actions should be taken outside of 7, 3 or 1 day(s) in advance. Note if an action item refers to documentation elsewhere.



24 Hours before
Materials and equipment to acquire in advance (if possible)





9.0 Appendix E:

List of Related Policies and Procedures

University Emergency Management Procedures

Adverse Weather

Ammonia Leak

Bomb Threat

Civil Disturbance

Contagious Disease

Fire

Flood

Power Failure

Serious Injury or Death

Water Loss

Related University Policies (oversight responsibility)

Occupational Health & Safety (Human Resources)

10.0 Appendix F:

GU]bh`A Ufmg`l b]j Yfg]hm`9a Yf[ YbWn`5k UfYbYgg`D`Ub

Saint Mary's University has an extensive system to ensure life safety on Campus. Employees, students and guests will be provided with information they need to be able to respond effectively during an emergency. Saint Mary's University employees, students and guests will be mad/F2 942 Tm[( )] TJ