

Title	EMERGENCY MANAGEMENT		
Classification	Administrative	Oversight Responsibility	Office of the Vice President, Finance and Operations
Category	Facilities & Operations	Responsible Office	Operations and Resilience
Approval	Executive	Effective Date	2025-Jun-03
		Document No.	1105

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you have printed this policy, please check the website to ensure you have the current version.

The first appearance of terms in **Bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

Royal Roads University (University) is committed to (1) strengthening its operational resilience by reducing the negative impact on people, property, and the environment due to an **emergency**, and (2) expeditiously and efficiently restoring academic, administrative, and operational activities. This policy establishes essential requirements for the development, implementation, and maintenance of an **emergency management program** for the University.

2.0 SCOPE AND COMPLIANCE

- 2.1 This policy and related documents form the foundation for the management of emergencies at the University in support of applicable statutory and regulatory obligations and the University's governance policy, *Enterprise Risk Management*.
- 2.2 This policy applies to all **University campuses** and members of the **University community**.
- 2.3 The terms of this policy are monitored for compliance. Issues related to compliance are managed in accordance with applicable law and the University's policies, collective agreements, and contracts.

3.0 POLICY TERMS

- 3.1 Guiding principles for the development, implementation, and maintenance of the University's emergency management program include:
 - a. Alignment with best practices for the emergency management elements of mitigation, preparation, response, and recovery.
 - b. Leadership commitment and participation and engagement all work units, staff, and faculty.
 - c. Coordination of emergency management efforts with members of the University Community, local First Nations, government agencies, regional municipalities, non-profit organizations, and other post-secondary institutions.
 - d. Risk-based prioritization based on identifying and understanding risks, assessing vulnerabilities, and focusing on activities that mitigate and prevent those risks.

- e. Consideration for the University's focus on climate action, environmental resilience, human rights, and accessibility.
 - f. Encouraging innovative approaches to the challenges of emergencies and flexibility to adapt to the unique needs of each emergency.
- 3.2 Emergency response priorities are established by the University and reviewed on an annual basis.
- 3.3 Related plans, standards, and procedures are developed to support the emergency management program.
- 3.4 **Business continuity** management and planning and the development of business continuity plans are integral to the emergency management program.
- 3.5 The University will monitor best practices and government legislation and revise this policy as required. In any event, this policy will be reviewed at least once every 3 years.

4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

4.1 Executive

- a) Ensures adequate resources and controls are in place to support the development and implementation of an emergency management program across the University.
- b) Participates in and contributes to initiatives and strategic planning for the emergency management program.
- c) Reports annually to the Board of Governors on emergency management initiatives and activities undertaken as part of the University's enterprise risk management framework.

4.2 Vice-President, Finance and Operations

- a) Monitors the overall effectiveness of the emergency management program.
- b) Advises Executive on specific requirements necessary to develop and implement emergency management.

4.3 Associate Vice-President, Operations and Resilience

- a) Oversees the progress and fulfillment of the components of the business impact analysis and emergency management program and reports on the activities to the VPFO.
- b) Works with the Executive to establish and maintain the University's emergency response priorities.

4.4 Director, Emergency Management and Resilience

Leads the development and implementation of the emergency management program for the University.

5.0 DEFINITIONS

For the purposes of this policy:

Business continuity means the capability of the University to continue the delivery of services at pre-defined acceptable levels during and following an incident.

Emergency means an unexpected, serious event outside of normal operations that requires prompt action and coordination of resources to protect the health and safety of people and to limit damage to property and the environment.

Emergency management program means the coordinated approach used by the University to reduce its vulnerability to emergencies. It includes the methods, plans, processes to manage (1) emergency mitigation, preparation, response, and recovery, and (2) business continuity.

University campuses means all of the buildings and grounds owned, leased, and operated by the University.

University community means members of the Board of Governors, students, employees, contractors, volunteers, guests, visitors, and others who participate in any activity, program, or operation on a University campus.

Work unit means the institute, department, centre, office, or school that the employee works for or that the contractor has been contracted to work with.

6.0 INTERPRETATION

Questions of interpretation or application of this policy are referred to the VPFO for resolution.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Enterprise Risk Management (Policy #1024)
- Health and Safety (Policy #1030, approved June 2024, pending posting)

Legislation and Other Information

- *Emergency and Disaster Management Act*, SBC 2023, c.37
- *Occupational Health and Safety Regulation*, 204/2023
- Business Continuity Management, policy, BC Government, November 2020
- Emergency Management Response and Recovery Planning Guide, British Columbia Public Post-Secondary Education Sector, BC Government, March 2022
- ISO 21110:2019, 27001:2022, and 22301:2019 and amendments (2024)

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2025-Jun-03	Approved by Executive; first effective date and implementation
2026-Jun-03	Next Review