

Title	EMERGENCY MANAGEMENT PROGRAM		
Parent Policy	Emergency Management	Responsible Office	Operations and Resilience
Classification	Administrative	Effective Date	2025-May-29
Category	Facilities & Operations	Document No.	1105-S
Approval	VP, Finance and Operations		

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

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

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

1.0 PURPOSE

The **emergency management program** is based on best practices for **emergency** mitigation, preparation, response, and recovery, and includes **business continuity** planning and management. This standard establishes the necessary components required to develop, implement, and maintain the emergency management program for Royal Roads University (University).

2.0 SCOPE AND COMPLIANCE

- 2.1 This standard applies to all **University campuses** and members of the **University community**.
- 2.2 The terms of this standard 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 STANDARDS

- 3.1 An emergency planning working group supports the emergency management program by providing recommendations in the development of emergency planning and preparation.
- 3.2 Emergency management consists of four phases: mitigation, preparation, response, and recovery.
- 3.3 **Mitigation**
 - a) Mitigation means the sustainable measures aimed at preventing, reducing, or eliminating the impact of a **hazard**.
 - b) Mitigation activities include:
 - i. assessing hazard, risk, and vulnerability factors;
 - ii. prioritizing prevention and mitigation activities;
 - iii. developing and implementing prevention and mitigation strategies; and
 - iv. incorporating business continuity programs into all academic and administrative operations.

3.4 Preparation

- a) Preparation means the ability to take appropriate and effective action and respond quickly in the event of an emergency.
- b) Preparation activities include:
 - i. developing, implementing, and maintaining an emergency plan;
 - ii. establishing an emergency operations centre;
 - iii. training and educating the University community on emergency preparation and response;
 - iv. establishing an effective emergency communications system; and
 - v. testing the emergency response plan and systems.

3.5 Response

- a) Response means those measures undertaken immediately before an emergency, during an incident, or after an emergency has occurred and for a limited period of time thereafter, primarily to save human life, treat the injured, and prevent further injury and other forms of loss.
- b) The University uses the British Columbia Emergency Management System (BCEMS) as a guide to best practice for emergency response.
- c) Planning for emergency response includes the adoption of an Incident Command System where the Incident Commander (IC) directs the site response from an Incident Command Post, and where an Emergency Operations Center (EOC) is activated at the request of the IC or appropriate University personnel to provide coordination and resource support.
- d) Emergency response activities include:
 - i. response plan activation;
 - ii. operationalizing the EOC;
 - iii. mobilization of resources;
 - iv. issuance of warnings and directions;
 - v. provision of aid; and
 - vi. declaration of states of emergency.

3.6 Recovery

- a) Recovery means those measures undertaken to recover from an incident.
- b) Recovery activities include planning for:
 - i. restoring of academic, administrative, and operational activities;
 - ii. repairing or reconstruction of buildings and grounds; and
 - iii. improving, as reasonably practicable, services, processes, and property to reduce the risk of and increase resilience to emergencies.

3.7 Business Continuity

- a) A business continuity program integrates business continuity management and planning with business continuity plans.

- b) Business continuity activity includes developing, implementing, and maintaining a business continuity plan that includes:
 - i. conducting a business impact analysis;
 - ii. identifying risks and threats to the University's business; and
 - iii. developing strategies to mitigate risk
- 3.8** The University will monitor best practices and government legislation and revise this standard as required. In any event, this standard will be reviewed at least once every 3 years.

4.0 ROLES AND RESPONSIBILITIES

Emergency management measures are a shared responsibility – all **work units**, staff, and faculty have a role.

4.1 Associate Vice-President, Operations and Resilience

- a) Oversees the University's emergency management program and the implementation of policies, standards, procedures, and other relevant documents.
- b) Provides leadership to the emergency planning working group.

4.2 Director, Emergency Management and Resilience

- a) Leads the development, implementation, and maintenance of the emergency response plan, business continuity plan, and EOC.
- b) Facilitates the development and implementation of business impact analysis activities across the University's academic, administrative, research, and operations work units.
- c) Guides the development and implementation of awareness and training programs for members of the University community.
- d) Establishes the emergency planning working group.

4.3 Work Unit Managers

In collaboration with the Director, Emergency Management and Resilience:

- a) participate in and support their staff and faculty with business impact analysis activities and training exercises for emergency management; and
- b) develop and maintain business continuity plans in alignment with and as part of the business continuity program.

4.4 Work Unit Members

Participate in:

- a) business impact analysis activities and training exercises related to the emergency management program; and
- b) developing and maintaining of business continuity plans.

5.0 DEFINITIONS

For the purposes of this standard:

Business continuity means the capability of the University to deliver 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.

Hazard means a condition, activity, substance, material, process, or practice, whether natural or human-caused, that has the ability to cause harm or an adverse effect to a person, property, or environment.

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 standard are referred to the Associate Vice-President, Operations and Resilience.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Enterprise Risk Management (Policy #1024)
- Health and Safety (Policy #1030)
- Emergency Planning Working Group (Terms of Reference, April 2021)

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>Action</u>
2025-May-29	Approved by VP, Finance and Operations; first effective date and implementation
2026-May-29	Next Review