

# CONCORDIA UNIVERSITY

## EMERGENCY MANAGEMENT PLAN

### Introduction

The Emergency Management Plan (EMP) is a basic guide to providing a response by Concordia University to emergency situations and incidents that:

1. Threaten the health and safety of the CU community.
2. Disrupt its programs and operations.
3. Result in widespread damage and/or are a natural disaster.

The goals of planning for emergency response actions are guided by CU's overriding emergency priorities to:

1. Safeguard life
2. Secure CU property, including critical infrastructure and facilities
3. Minimize disruption of CU's educational programs and business operations

### Purpose

The CU EMP is designed to effectively and efficiently coordinate the use of CU and community resources to protect life and property immediately following and during a critical event on the CU campus. It will be put into effect whenever an event affecting the CU Campus cannot be controlled through normal channels and procedures.

The plan also provides a management structure for coordinating and deploying essential resources which is consistent with established practices relating to coordination of resources through the use of the National Incident Management System (NIMS) and also the Multi-Agency Coordination Systems (MACS) functions to ensure cooperative response efforts with external response agencies.

### Response Protocol

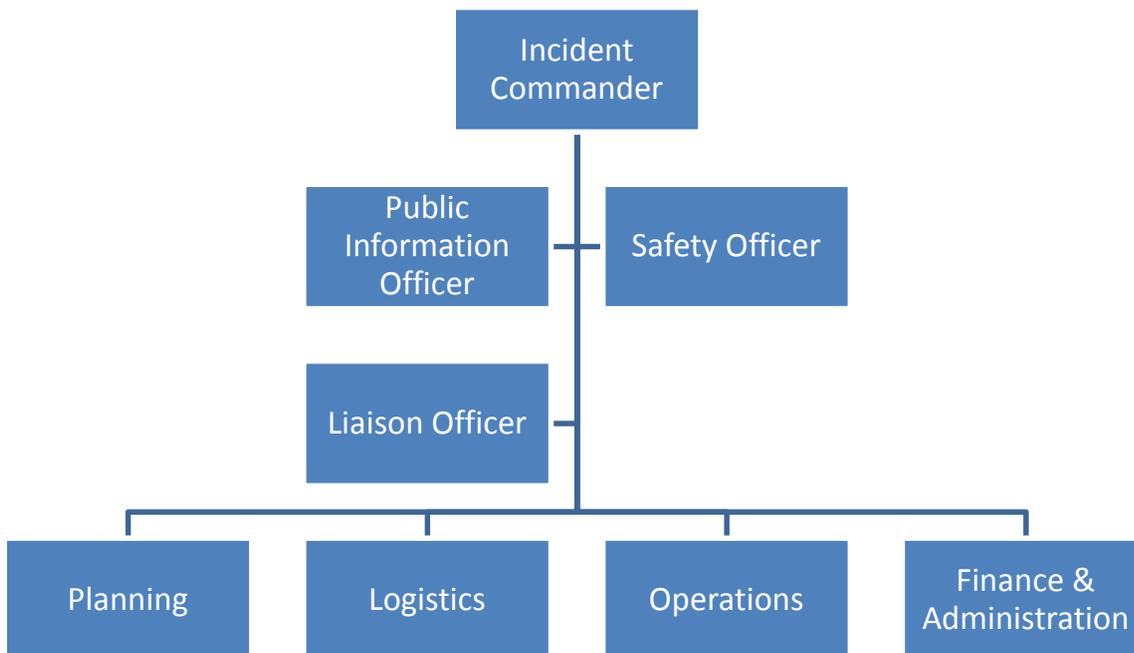
As specified by the NIMS, CU uses the Incident Command System (ICS) as its management structure during an operational response to an emergency situation or incident. This provides an orderly and predetermined alignment of responsibilities among key CU management personnel and facilitates coordination with external emergency response agencies and organizations as needed.

The Critical Incident Management Team (CIM) will be activated by the CU Provost as dictated by the severity and/or scope of an emergency situation or incident.

## Organizational Structure

The CU Provost or Executive Vice Provost serves as the Incident Commander. The Incident Commander receives overall policy and direction from the President of the University who chairs a Policy Group. The Policy Group provides general guidelines for restoration and recovery of normal business and academic operations disrupted by an emergency.

The following is a schematic depiction of the Incident Command System:



## CIM Responsibilities

Key members of the CU management team are assigned primary and backup roles for each of the defined positions on the Critical Incident Management Team (CIM). The CIM, following ICS format, is divided into Command and General Staff. In a very large incident, there might be branch, division, group, and unit heads reporting to the Chief of General Staff functions in order to accommodate span of control and geographic, technical or specialization needs of incident response.

## Incident Commander

The Incident Commander is responsible for overall direction of response, recovery, and restoration of normal business and academic operations during and following an emergency situation or incident. There are three Command Staff positions that report directly to the Incident Commander.

## **Command Staff**

### **Public Information Officer**

The Public Information Officer (PIO) provides all external information on the University's response activities to the media, prepares media releases, holds press conferences, and provides information on media activities to the Incident Commander.

### **Liaison Officer**

The Liaison Officer maintains formal contact with all outside agencies involved in the emergency response and provides briefings to the Incident Commander on their activities.

### **Safety Officer**

The Safety Officer is responsible for overall safety of conditions at the scene and ensuring the safety of the responders. In addition, this person is responsible for identifying and safely removing any hazardous materials that may be present.

## **General Staff**

### **Planning Section**

The Chief of the Planning Section is responsible for maintaining a current situation assessment and formulating strategies based on the changing nature of the incident. The Planning Section Chief also monitors the operational status of all resources being made available, documents the activities of the CIM, and is responsible for demobilization of all operational resources deployed in the response and recovery efforts.

### **Logistics Section**

The Chief of the Logistics Section uses understanding of the resources and infrastructure of the University to determine how to maintain communications, provide food and lodging, ensure medical and counseling support, transitioning back to normal business and academic operations.

### **Operations Section**

The Chief of the Operations Section initially is responsible for assessing structural damage and getting utilities and internet connections restored. In addition the Operations Section Chief directs and coordinates all tactical operations and oversees establishment of a Staging Area, and activities for Evacuation, Shelter-in-Place, and Reunification.

### **Finance/Administration Section**

The Chief of the Finance/Administration Section is responsible for procuring necessary resources through emergency contracts, providing emergency funding, tracking response and recovery costs, and overseeing compensation for injury or property damage.

## **CIM Priorities**

For larger and high impact emergencies the CIM will physically assemble in an Incident Command Post to direct the response and recovery for the emergency. The priorities for action by the CIM include:

- Determine the Scope and Impact
- Make appropriate Emergency Notifications
- Stabilize the Situation
- Prioritize Responses
- Make Evacuation and Shelter in Place decisions
- Coordinate with External Responding Agencies and Entities
- Communicate Information and Instructions
- Deploy Resources and Equipment
- Implement Contingency Plans
- Monitor and Re-Evaluate Conditions
- Initiate Recovery and Restoration

## **Emergency Operations Center**

In the event of a widespread incident, major destruction and/or incident requiring multi-agency coordination, a separate, safe & secure, and self-contained Emergency Operations Center (EOC) will be deployed. The EOC has emergency equipment and supplies pre-positioned (e.g., 2-way radios, flashlights, first-aid, emergency phones, etc.). The EOC becomes the physical location at which the coordination of information and resources to support incident management activities take place.