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April 2019

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This plan is organized as follows:

- o h o describes the general structure of the Emergency Plan, including overall priorities and assumptions.
- o @ U o outlines, at a high level, the roles and responsibilities, structure, and lines of communication used in this plan.
- o - k O '8 provide guidance for determining the level or severity of an incident, and links to pre-existing University of Winnipeg Emergency Response Guides. These are not included in the Emergency Plan for brevity.
- o - h '8 provides guidance to the requirement to activate the Emergency Operations Centre and general process e e

The Purpose of the University of Winnipeg's Emergency Plan is to outline the management structure,

Building Fire Safety and Evacuation Plans. 9

Department specific response plans.

Emergency preparedness program activities including other planning, training and exercises, such as Fire Safety Plans, Evacuation Plans, or department specific plans.

Business continuity and resumption plans that outlines strategies and priorities for maintaining key and critical services during, and restoration after, an emergency or disaster.

Business resumption plans that outlines strategies and priorities for recovery after a disaster.

Other post emergency activities including incident and response reviews.

These other program elements are not covered in any detail to help with brevity and to provide focus on responding to a major emergency at the university.

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The University of Winnipeg, its faculty, staff, students, and visitors are vulnerable to a number of hazards that can potentially impact university operations, cause physical damage, and risk life safety.

In the event of a “worst case” scenario emergency, a number of factors / considerations may impact upon the management of an event. These may be inclusive of, but not limited to:

Interruption of critical utilities, including water, electricity, natural gas.

Interruption of communications including:

- o Campus radio systems,
- o Internet access,
- o Critical IT systems,
- o Cellular telephone,
- o Land line telephone.

Transportation services and roads.

Municipal services such as road clearing, transit, or garbage disposal.

Contracted services and normal suppliers.

University buildings, including residence halls may be damaged.

Unsafe conditions, including structural damage and toxic environments may exist.

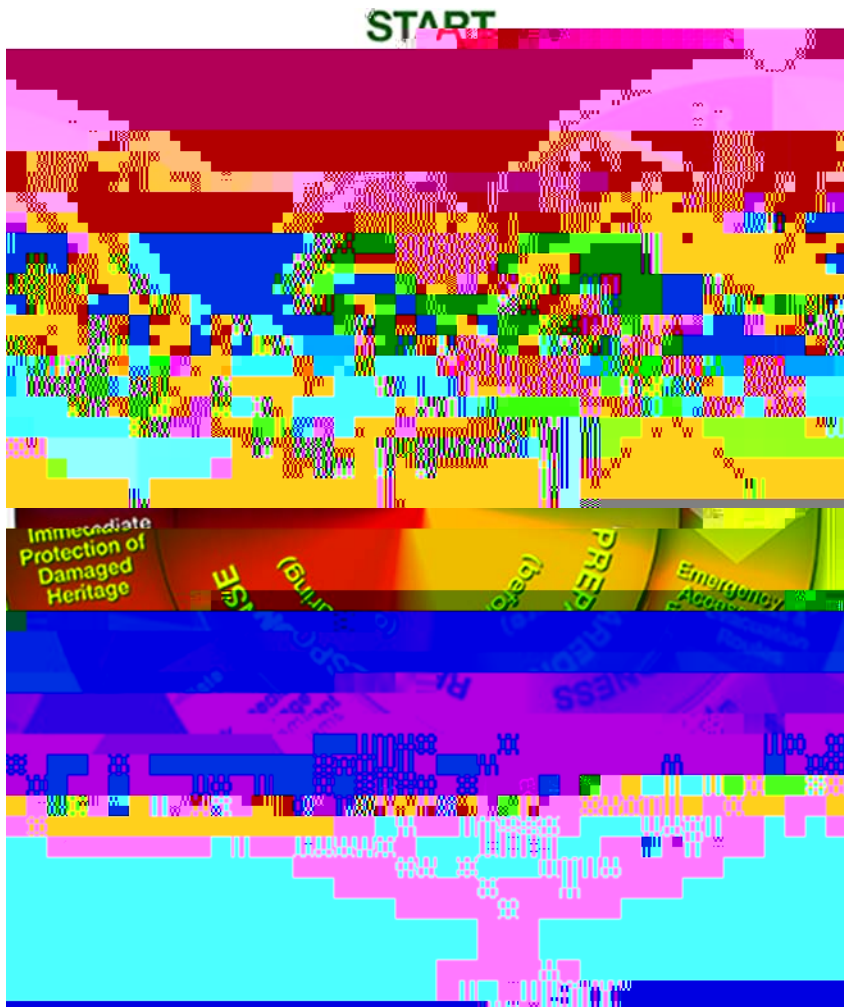
Contact with family may be interrupted.

People may become stranded at the university as unsafe conditions may prevent leaving.

The university will need to conduct its own damage assessment, situation assessment, and deploy resources, using the Emergency Operation Centre

Communications will be one of the highest priorities for the university.

Common emergency management principles are vital to coordinate communications, planning, and activities between internal and external responders and stakeholders. The University of Winnipeg Emergency Plan utilizes common emergency management phases, concepts, and principles, such as utilizing the common Disaster Management Process, illustrated below, and implementing an incident management system, described in Section 3.



The Disaster Management Process”
Marrion Consulting.

Source:

<http://www.marrionconsulting.com/wp-content/uploads/2012/03/Disaster-Management-Process.png>

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- Establishing the incident objectives,
- Developing the action plan,
- Activating the Emergency Plan, and Emergency Operations Centre if required,
- Authorizes the release of information to the public and general campus community,
- Reviewing and Approving requests for additional resources,
- Keeps Senior Administrators informed of incident status, and
- Administers the EOC.

The EOC Coordinator will generally be filled by the Manager, Disaster Recovery and Emergency Response (or designate)

However, depending on the nature of the event, the EOC Coordinator position may fall to:

- # @ : Chief Information Officer (or designate)
- @ : Executive Director Facilities (or designate)

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Working directly with the EOC Coordinator, this position monitors, evaluates, and recommends procedures for all response activities for hazards and unsafe conditions, including the health and safety of response personnel. The Health and Safety Officer is responsible for developing the site safety plan and directions.

The Health and Safety Officer role will be filled by the Manager Safety & Health (or designate)

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Working directly with the EOC Coordinator, this position is responsible for coordinating with external partners, including City of Winnipeg first responders, contracted service providers, and Manitoba Emergency Measures Organization if required, engaged in the response.

The Emergency Services Liaison role will be filled by the Director of Security (or designate)

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Working directly with the EOC Coordinator, this position is responsible for dissemination for information to faculty, staff and students, the public, and the media.

The Public Information Officer role will generally be filled by the Executive Director, Marketing and Communications (or designate)

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Working with the EOC Coordinator to provide

- Expert advice and support to the Emergency Operations Centre Coordinator,
- Response planning and activity support,
- Coordination with their respective departments.

These positions will be filled by:

- 7 o Comptroller (or designate)
- # O Director, Campus Living (or designate)

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7.10 Site Liaison

A site liaison will attend the site at a safe location to ensure communication with the EOC and provide onsite direction to on site response teams.

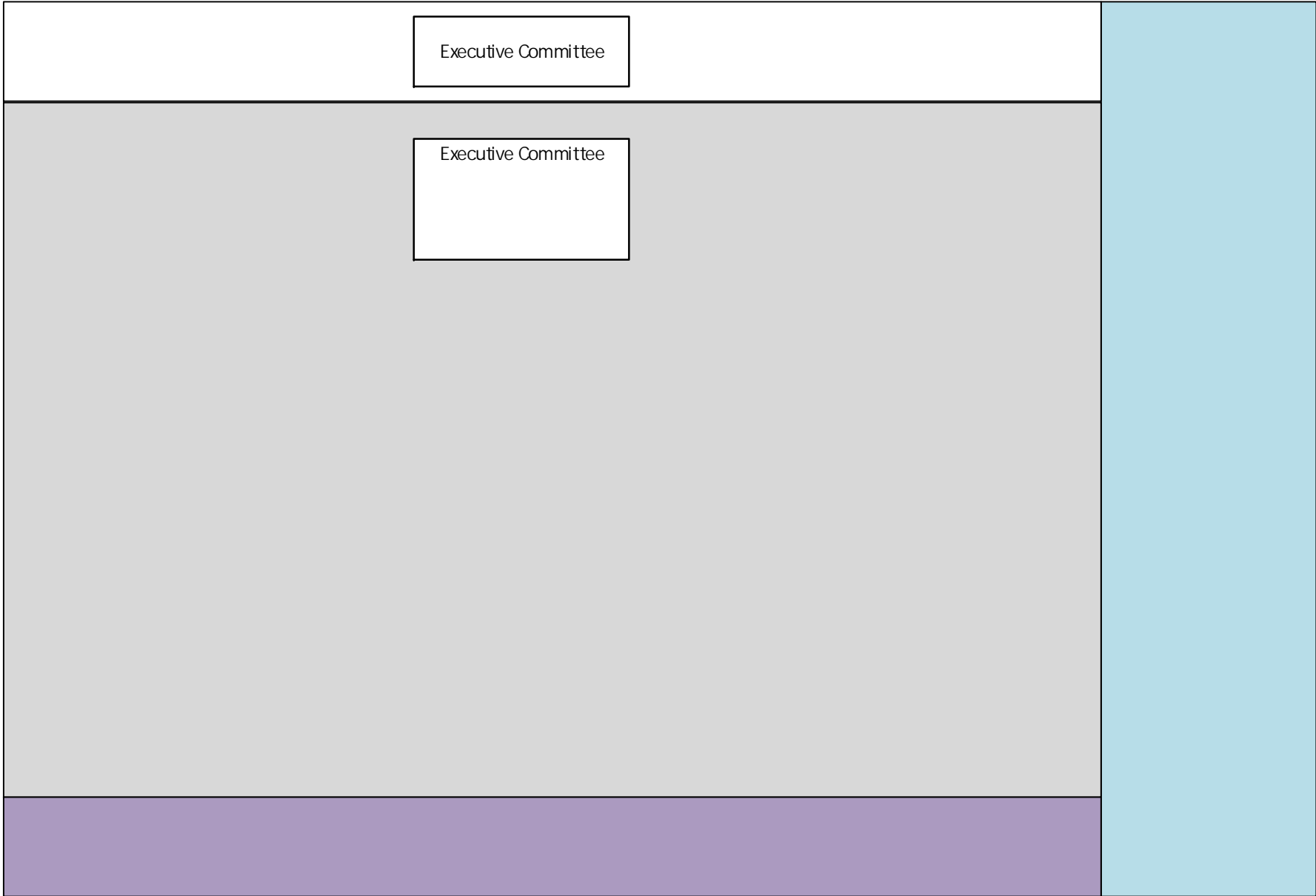
This role will generally be filled by:

(as identified by faculty / building subject matter / area expert)

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Normally engaged through calling 9 1 1, first responder teams will operate in accordance with their respective agency's protocols and procedures. The presence of first responders does not absolve the university of its responsibilities.

First responder organizations include the Winnipeg Police Servi *

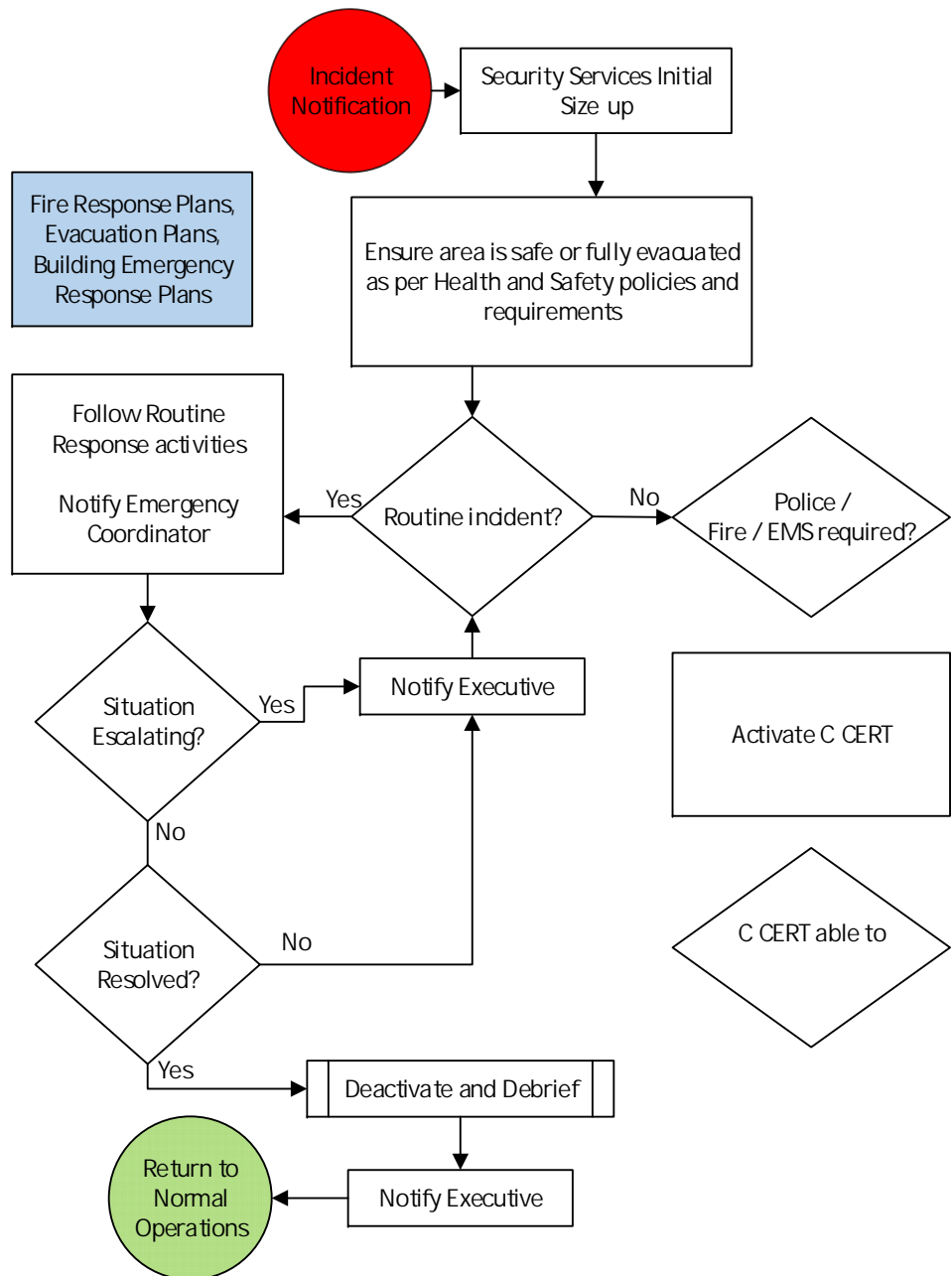


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[Armed Intruder](https://www.uwinnipeg.ca/emergency-guidelines/evac/intruder.html) – <https://www.uwinnipeg.ca/emergency-guidelines/evac/intruder.html>
[Fire/Hazardous Materials Spill](https://www.uwinnipeg.ca/emergency-guidelines/evac/fire-hazmat-spill.html) – <https://www.uwinnipeg.ca/emergency-guidelines/evac/fire-hazmat-spill.html>

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[Blizzards](https://www.uwinnipeg.ca/emergency-guidelines/weather/blizzards.html) – <https://www.uwinnipeg.ca/emergency-guidelines/weather/blizzards.html>
[Cold Wave](https://www.uwinnipeg.ca/emergency-guidelines/weather/cold-wave.html) – <https://www.uwinnipeg.ca/emergency-guidelines/weather/cold-wave.html>
[Drought](https://www.uwinnipeg.ca/emergency-guidelines/weather/drought.h) – <https://www.uwinnipeg.ca/emergency-guidelines/weather/drought.h>



Public

- Activate public notification protocols
 - City of Winnipeg Emergency Preparedness Program as required
 - Media relations
 - Social media and / or email communications

Initiate business continuity planning

- Assess business impacts or interruptions
 - Course delivery
 - Research
 - Documents and records
 - Collections
- Assess requirements to maintain services
 - Criticality of impacted business functions
 - Business function delivery suspension or temporary relocation ability
 - Business function requirements for delivery

Initiate recovery planning

- Notify and coordinate with insurance adjusters
- Determine service restoration or relocation requirements
- Assess salvageable material and storage requirements
 - Documents and records
 - Collections
 - Furniture
 - Equipment
- Determine priority of service restoration
 - Facility cleanup and repair
 - Equipment cleanup and repair
 - Furniture cleanup and repair
 - Document recovery
 - Course delivery
 - Research activities

Assess human impacts and needs

- Activate critical incident stress management system
 - Confirm debriefings and counselling services for
 - Faculty
 - Staff and contractors
 - Students and family
 - Affected public
 - Encourage long term awareness for impacts of Critical Incident Stress
- Determine appropriate use of memorials
 - Spontaneous from the community
 - University organized

7. Communications Plan



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EMERGENCY
INCIDENT

LEVEL TWO OR THREE RESPONSE
(Emergency or Disaster)

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a) EVACUATE

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b) LOCKDOWN

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