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Parent Policy: [Health, Safety and Environment Policy](#)

Emergency Preparedness Assignment of Accountability

Office of Administrative Responsibility:	Emergency Management Team
Approving Authority:	Associate Vice-President (Support and Recreation Services)

Purpose

Emergency preparedness consists of the reduction of, readiness for, response to, and recovery from an Emergency. To prepare for Emergencies and to fulfill legislative requirements, all units must develop Emergency Response Plans and Operational Continuity Plans.

The purpose of this document is to mandate Senior Administrators to implement emergency preparedness in their respective unit(s).

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the *Recruitment Policy*; undergraduate, graduate and Continuing Education students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Accountabilities

Senior Administrators have the responsibility to oversee and provide resources for the development and implementation of Emergency Response Plans and Operational Continuity Plans in their respective Unit(s).

Emergency preparedness involves:

1. Developing Emergency Response Plans and Operational Continuity Plans
2. Communicating the plans
3. Training and education
4. Periodic exercising and testing of the plan
5. Evaluating and periodically revising the plans

Senior Administrators may develop supplementary emergency preparedness measures for individual laboratories, projects, and other initiatives.

Definitions Table

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.</i>	
Emergency	A pending, present or imminent event that requires coordination of action, or special directive, to protect the health, safety or welfare of people or to limit damage to property.
Emergency Response Plan	A written document for a workplace that includes the following: • Procedures for dealing with the identified emergencies • The identification of, location of and operational procedures for emergency equipment • Emergency response training requirements • The location and use of emergency facilities • The fire protection requirements • The alarm and emergency communication requirements • The first aid services required • Procedures for rescue and evacuation • The workers designated for rescue and evacuation
Operational Continuity Plan	Prepares an organization to act in response to an emergency and provides the guidelines and processes to ensure the continued availability of essential academic, research and support services.
Senior Administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta.

Parent Policy Suite

- [Health, Safety and Environment Policy](#)
- Emergency Preparedness Assignment of Accountability
- Emergency Management Procedure

Related Policy Documents

- There are no related policy documents.

Related Links

- There are no related links.

History

- November 16, 2015 Approved.
- March 23, 2025 Editorial amendment. Formatting and links.

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>