



Procedure

Procedure Name	<i>Emergency Management</i>		
Procedure #	EP 1.1	Parent Policy	EP 1.0 Emergency Management and Business Continuity
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	March 1, 2024
Procedure Owner	Executive Director, Risk Management Services	Next Review Date	March 1, 2029
Approved by	Executive Director, Risk Management Services	Approval Date	March 1, 2024

1.0 Purpose/ Background

NAIT develops, maintains, and updates emergency management procedures to plan for, mitigate against, respond to, and recover from a range of potential incidents. This document provides information on the NAIT approach to implementing an effective emergency management program.

2.0 Definitions

Term	Definition
All-hazards approach	"All-Hazards" does not literally mean preparing to address any and all potential hazards in existence. Rather, it emphasizes the leveraging of synergies common across hazards and maintaining systems. The "All-Hazards" approach also improves the ability of emergency management activities to address unknown hazards or risks. (An Emergency Management Framework for Canada, 2017)
Crisis Communications Team	A Communications task team who may be activated to deal with an incident. This team is an enablement team for the Emergency Coordination Centre. The link between the Crisis Communications Team and the Emergency Coordination Centre is the Communications Lead.
Emergency	An event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment. (Emergency Management Act)
Emergency Coordination Centre (ECC)	The physical and/or virtual location from which strategic decisions are made and all activities of an event/incident/crisis are directed, coordinated and monitored. (Adapted from DRI Canada)
Incident	An "Incident" is a situation that might be, or could lead to, a disruption, loss, or emergency. Where an incident poses a present or imminent threat that requires prompt and ongoing coordination of actions to protect the health and safety of NAIT's community and to mitigate damage to NAIT property or the environment, it will be assigned as a "Level 1", "Level 2", or "Level 3". These levels are defined in this Plan and are based on complexity, impact, and resource requirements. (Adapted from CSA Z1600-17)

3.0 Procedures

3.1. General Procedures

- 3.1.1. NAIT will adopt an all-hazards approach to emergency management.
- 3.1.2. Emergency management procedures include planning, mitigation, preparation, and response.
- 3.1.3. Emergency management procedures will be made available to the NAIT community through multiple mediums.
- 3.1.4. An Emergency Management Program will be maintained to support the execution of all-hazard emergency management procedures.
- 3.1.5. Emergency Management procedures will be reviewed annually and/or following any significant incident in consultation with relevant stakeholders to ensure they reflect the current risk environment.

3.2. Communications Protocol

- 3.2.1. On activation of the ECC, the Crisis Communications Team (CCT) will be activated to support the ECC with communication to the NAIT community as outlined in the Crisis Communication Plan (CCP).
- 3.2.2. If no ECC activation occurs for the incident, the Manager of Emergency Management and Business Continuity (or designate) will contact the Director of Communications for communication support.

4.0 Exceptions to the Procedure

- 4.1. Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

- Crisis Communication Plan
- CSA Z1600-17 - Emergency and Continuity Management Program

Document History

<i>Date</i>	<i>Action/ Change</i>
October 6, 2020	Updated procedure template, Procedure Owner, and content to include all elements of emergency management and communicable disease/pandemic information.
December 10, 2021	Updated Definition, General Procedure, and Reference Documentation section. Renamed document to Emergency Management Procedure to align with the content.
August 15, 2022	Renamed to reflect the content. Added a section for Communications Protocol. Added "all-hazards-approach." Updated definitions table.
June 1, 2023	Updated to reflect changes in the Communications process.
February 6, 2024	Annual review and update.