



Program Name	Emergency Management		
Program #	EMBC.PRG.1	Revision number	1
Parent Policy	EP 1.0 Emergency Management and Business Continuity	Parent Procedure	EP 1.1 Emergency Management
Program Owner	Manager, Emergency Management and Business Continuity	Created Date/ Last Review Date	June 2, 2023 March 1, 2024
Approver (s) role	Manager, Emergency Management and Business Continuity	Approved Date	March 1, 2024

1.0 Purpose/ Background

The Emergency Management program at NAIT oversees the development and maintenance of all related plans, the multi-year training and exercise plan, and all related instructions.

2.0 Definitions

Term	Definition
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 Warden	Employees who coordinate the safe movement of people in and out of buildings and spaces during emergencies.
Emergency Management	Emergency Management means the prevention and mitigation of, preparedness for, response to and recovery from emergencies.
Emergency Management and Business Continuity (EMBC)	EMBC team manage and implement NAIT's emergency management and business continuity program which protects health and life safety; mitigates potential environmental, financial, operational and asset impacts; ensure continuous high service to students, staff, and the rest of the NAIT community; instill confidence in NAIT's ability to plan, mitigate, respond, and recover to emergencies and disruptions; and protects the NAIT brand and reputation.
Hazardous Materials	Any products, mixture, material or substance that is classified in accordance with the regulations made under subsection 15(1) of the Hazardous Products Act in a category or subcategory of a hazard class listed in Schedule 2 of the same Act.
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 a plan and are based on complexity, impact, and resource requirements.



3.0 Roles and Responsibilities

- **Emergency Management and Business Continuity (EMBC) Team:** Creates (in consultation) emergency management plans, supporting documentation, and the multi-year training and exercise plan (TEP) for the organization. Steers (in consultation) the preparedness, mitigation, response, and recovery of emergency incidents for the organization.
- **Emergency Coordination Centre (ECC):** An ECC can be virtual or on location and is comprised of a team of trained individuals from a diversity of subject areas who may gather (virtually or physically) in a central location to coordinate the response and short-term recovery to a significant emergency or disruption. This team follows the NAIT Incident Management System (IMS) and is responsible for making decisions and executing operational-level coordination and communication during a response. The ECC supports the tactical response of first responders; informs and receives strategic support from the Executive Management Committee; and during a business continuity event, this group leads critical resumption activities.
- **Crisis Communications Team (CCT):** A team of communications specialists who can be activated to respond to an incident (or with the activation of an ECC) and are responsible for executing the Crisis Communications Plan (CCP).
- **Executive Management Committee (EMC):** The team is made up of senior-level staff members and generally steers the vision and strategy for all decisions for the NAIT organization. During an ECC activation for incident management, EMC is informed and may be required to approve resource decisions.
- **Emergency Warden Team:** All staff who have taken the mandatory Emergency Warden training will coordinate the safe movement of people in and out of buildings and spaces during emergencies.
- **NAIT Protective Services:** A team that consists of peace officers, security, and dispatchers. This team is responsible for the physical safety of NAIT staff and students, the physical security of NAIT facilities, and the protection of NAIT property. During an incident they are usually the first responders and advise the ECC Director of issues pertaining to the incident.

4.0 Procedure

The Emergency Management Program consists of several plans, frameworks, and guidelines designed to be activated in the case of an incident at NAIT. Each plan and guideline is self-contained and mostly independent from one another, the exception being the Integrated Emergency Management Plan (IEMP), which encompasses many aspects of NAIT's planning, response, and recovery initiatives.

4.1. [EMBC-PLN-1 - Integrated Emergency Management Plan \(IEMP\)](#)

The Integrated Emergency Management Plan (IEMP) aims to ensure that NAIT is prepared to respond to a wide range of incidents on any campus in a coordinated, effective, and timely manner. The IEMP is the core plan to guide actions, decision-making, communication and overall coordination of response and initial recovery during emergency incidents and business disruptions. The Plan will help support NAIT in delivering its promise to students, staff, industry, and Alberta.



Communications will align with the NAIT values of respect, creativity, collaboration, celebration, and accountability. Communication during an incident must be open, honest, accessible, compassionate, and timely.

4.2. [EMBC.FR.W.1 - Emergency Social Services \(ESS\)](#)

The Emergency Social Services framework was designed to coordinate and provide a range of psychosocial or life-sustaining resources as well as essential services to displaced individuals. NAIT facilities may be requested as a reception centre for residents displaced from their homes due to natural or man-made disasters. The institution will work with all interested parties and government agencies to coordinate activities related to Emergency Social Services. In addition to providing assistance to the external community, the institution may provide emergency resources or psychosocial needs internally.

4.3. [EP 1.1 Emergency Management Procedure](#)

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.

4.4. [EP 1.2 - Emergency Evacuation Procedure](#)

The purpose of this procedure is to define the process for coordinating the safe movement of the NAIT Community during building evacuations and applies to all students, employees, visitors, and contractors working/learning or visiting NAIT property. Participation in building evacuations, both real and practice/drill events, is mandatory.

4.5. [EMBC.GDL.4 - Emergency Coordination Centre \(ECC\) Guideline](#)

The purpose of this guideline is to outline the Emergency Coordination Centre (ECC) structure and ensure that representatives understand their roles and responsibilities in the response and recovery of an emergency or disruptive event in a coordinated, safe, and timely manner.

4.6. [Crisis Communications Plan \(Owned by Marketing and Communications\)](#)

The Crisis Communications Plan is designed to provide guidance and support in any emergency where the business of NAIT and/or its people are threatened. It is intended to be used by the Crisis Communications Team (CCT) and describes the procedures and actions required to communicate to our NAIT community, including the public, during an incident. The intent is to identify the people, procedures and tools that will enable NAIT to:

- Respond quickly.
- Communicate efficiently and accurately.
- Help keep people safe by sharing timely, accurate, and relevant information.
- Assist in protecting and enhancing NAIT's reputation.

5.0 Related Documentation

- 5.1. [EP 1.0 Emergency Management and Business Continuity Policy](#)
- 5.2. [EP 1.1 Emergency Management Procedure](#)
- 5.3. [EP 1.2 Emergency Evacuation Procedure](#)
- 5.4. [EMBC-PLN-1 - Integrated Emergency Management Plan](#)
- 5.5. [EMBC-PLN-3 - Communicable Disease and Pandemic Plan](#)
- 5.6. [EMBC.FRM.2 - Emergency Social Services](#)



Document History

<i>Date</i>	<i>Action/ Change</i>
March 1, 2024	Updated as per EMBC current processes and information.