



Policy Name	<i>Emergency Management & Business Continuity</i>		
Policy #	EP 1.0	Category	Emergency Preparedness & Business Continuity
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	March 1, 2024
Policy Lead	Associate Vice President , Campus Services	Next Review Date	March 1, 2029
Approved by	Executive Management Committee	Approval Date	March 1, 2024

1.0 Policy Statement

NAIT is committed to a robust and effective emergency management and business continuity program that is aligned with organizational objectives and has a clear focus on the health and safety of the NAIT Community. The program will mitigate risks to protect the health and safety of the campus community, the environment, our facilities, and financial stability and ensure continuous service to students, employees, and interested parties. The program will instill confidence in NAIT’s ability to respond to and recover from emergencies and protect the NAIT brand and reputation.

2.0 Scope

This policy applies to all NAIT business units, campuses, employees, students, and interested parties.

3.0 Definitions

Term	Definition
Business Continuity	An integrated process involving the development and implementation of activities that provides for the continuation and/or recovery of critical service delivery and business operations in the event of a disruption. (CSA Z1600:2017)
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 Management	Emergency Management means the prevention and mitigation of, preparedness for, response to and recovery from emergencies. (Emergency Management 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 this Plan

	and are based on complexity, impact, and resource requirements. (Adapted from CSA Z1600:2017)
Mitigation	The actions taken proactively to reduce the risks and impacts posed by incidents. (CSA Z1600-17)
NAIT Community	"NAIT Community" means Employees, contractors, vendors, volunteers, clients, and students of the Institute. (NAIT Code of Ethics)
Preparedness	The measures taken in advance of an incident to ensure an effective response and recovery. (CSA Z1600-17)
Recovery	The activities and programs designed to return conditions to a level that is acceptable to the organization following an incident. (CSA Z1600:2017)
Response	The actions taken immediately before, during, or after an incident to manage its consequences. (CSA Z1600:2017)

4.0 Guiding Principles

The following principles guide the Emergency Management & Business Continuity (EMBC) program. The EMBC Program will:

- Align with NAIT’s Values and Promises to employees, students, Alberta, and industry.
- Be flexible and tailored to meet NAIT’s culture and unique demands.
- Processes will be effective, practical, and actionable.
- Be informed by standards and best practices but not bound by them.
- Be risk-based and comprehensive.
- Embrace a continual improvement philosophy of Plan, Do Check, Act.

5.0 Other Related Documents

- [EP 1.1 Emergency Management Procedure](#)
- CSA Z1600-17 - Emergency and Continuity Management Program
- Disaster Recovery Institute Best Practices
- Emergency Management Act, RSA 2000, c.E-6.8
- ISO 22301:2019 - Security and Resilience — Business Continuity Management Systems — Requirements

Document History

Date	Action/ Change
May 3, 2017	Recommended for approval by the Administrative Policy Committee.
June 14, 2021	Policy Review.
August 15, 2022	Revamped policy to align it to the external and internal requirements.
February 5, 2024	Policy review and update.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.