

Policy Title: Emergency Response

Parent Policy	None
Policy Administrator	Associate Vice President, Campus Operations
Approving Body	Executive Leadership Team
Approval History	2011-05-12 President's Cabinet 2006-03 (Crisis Response Plan); 2004-08

Purpose:

The objectives of this policy are to:

1. Provide an operational framework for the response of University personnel to and the use of University resources for an emergency situation in order to:
 - a. Mitigate the long term effects of an emergency on the University's operations;
 - b. Optimize the management of response operations;
 - c. Save lives, reduce injury, and minimize damage to property;
 - d. Conduct orderly and controlled evacuations of people;
 - e. Ensure that evacuees are provided with essential services including shelter, food, first aid, and counselling;
 - f. Expedite the restoration of services and facilities as soon as possible following the termination of a response to a major emergency.
2. Not provide a detailed procedure for every conceivable emergency that could occur at TWU.

Scope of this Policy:

All TWU students, employees, affiliates, and guests

Policy Statement:

The University will maintain an Emergency Response Plan that assigns responsibilities to designated TWU offices and guides members of the TWU community in preparing, activating, mobilizing, implementing and terminating an institutional response to an imminent or current crisis, threat, emergency or disaster in order to reduce the negative impact of the situation on members of and visitors to TWU, on institutional property, and on the local environment, expeditiously restoring University operations and academic programs to their normal status.

Definitions:

Crisis: Typically, a localized situation of short duration that could impact the reputation and/or operation of the University, requiring a comprehensive response.

Threat: A declaration or act of intimidation, coercion, or force that asserts or inflicts harm or loss and jeopardizes the health, safety, or welfare of people or property.

Emergency: A present or imminent event that is caused by accident, fire, explosion, or technical failure or by forces of nature, and requires prompt coordination of action or special regulation of persons or property to protect health, safety, or welfare of people or to limit damage to property.

Disaster: A calamity that is caused by accident, fire, explosion, or technical failure or by the forces of nature, and has resulted in serious harm to the health, safety, or welfare of people or in widespread damage to property.

Preparedness: Planning measures undertaken in advance to ensure that individuals and agencies will be ready to respond effectively and efficiently to the variety of possible threats, disasters and/or crises that the University might experience.

Activation: A declaration made by TWU's President, Provost, or appropriate delegate (e.g., member of the Office of the Provost or Associate Vice President, Campus Operations) that will remain in effect until terminated by a similar authority.

Mobilization: Communication measures undertaken to assemble the personnel and resources necessary to respond immediately to a declared threat, disaster, or crisis.

Implementation: An applied response to a declared threat, disaster, or crisis that the procedures of the Emergency Response Plan will guide and direct.

Termination: A decision and declaration made by TWU's President, Provost, or appropriate delegate (e.g., member of the Office of the Provost or Associate Vice President, Campus Operations) to end all Emergency Response Plan measures.

Procedures: None

Child Policies: None

Other Related Policies: [Disruption of Classes and Services due to Extreme Weather or Other Emergencies](#)