

# USask Incident Response - Emergency Management

# What is an Emergency?

A present or imminent event that requires prompt institutional coordination of actions concerning persons or property to protect the health, safety and/or welfare of people, or to limit damage to property or the environment.

## Governing Policy and Procedure

- Emergency Management Policy
- Emergency Management Plan

# EMERGENCY MANAGEMENT

**Emergency Management:** Prompt coordination of actions to address an emergency (present or imminent event) to protect the health, safety and welfare of people, property & environment.

Examples of **Emergencies** include:

- a. Criminal – active shooter, mass violence, imminent threat of violence requiring immediate institutional intervention, suspicious package/object
- b. Weather / Natural Disasters – fire, major flood, blizzard/snowstorm, tornado
- c. Informational / Cyber – mass identity theft, mass violations of confidentiality/data loss, university-wide cyber-attacks
- d. Building / Infrastructure – structural integrity/collapse, utility failure
- e. Health & Safety – communicable disease outbreak, occupational and environmental safety incident, spill
- f. Labour Disruption - mass absenteeism, labour strike
- g. Operational Disruption – violent/disruptive protests, rallies, mass gatherings, major events

# Emergency Management – Who's in Charge

Emergency Type	EMT Lead	Communication Lead
<b>Criminal</b> – active shooter, mass violence, imminent threat of violence requiring immediate institutional intervention, suspicious package/object	AVP Services	Chief Communications Officer
<b>Weather / Natural disasters</b> – fire, major flood, blizzard/snowstorm, tornado	AVP Services	Chief Communications Officer
<b>Informational / Cyber</b> – mass identity theft, mass violations of confidentiality/data loss, university-wide cyber-attacks	AVP ICT	Chief Communications Officer
<b>Building / Infrastructure</b> – structural integrity/collapse, utility failure	AVP Services	Chief Communications Officer
<b>Health &amp; Safety</b> – communicable disease outbreak, occupational and environmental safety incident, spill	AVP People	Chief Communications Officer
<b>Labour Disruptions</b> - mass absenteeism, labour strike	AVP People	Chief Communications Officer
<b>Operational Disruption</b> – violent/disruptive protests, rallies, mass gatherings, major events	AVP Services	Chief Communications Officer

# Levels of Activation

## **LEVEL 1 WATCH:**

**Monitoring  
a potential  
emergency**

- Emergency Management Team (EMT) notified of potential emergency.
- EMT lead identified and confirmed by EMT.
- Situation updates provided by the Emergency Manager to the EMT Lead.
- Communication with colleges and units leaders, as appropriate. Coordinated through the Chief Communications Officer.

## **LEVEL 2 STANDBY:**

**Local emergency  
has the potential  
to escalate**

- EMT members are on standby mode, ready to meet in case of emergency
- Colleges and units are provided a brief description of potential emergency by the designated EMT Lead.
- Colleges and units with information or questions relevant to the potential emergency are directed to the email address [emt@usask.ca](mailto:emt@usask.ca)
- All USask communications will be coordinated through the Office of the Chief Communications Officer .

## **LEVEL 3 ACTIVATION:**

**An emergency  
is occurring  
requiring EMT  
Coordination**

- Emergency Management Team forms incident command centre
- All colleges and units are required to follow the direction of the EMT Lead.
- All colleges and units submit complete 401-U: Consider operational priorities, issues, challenges and resource needs.
- All colleges and units submit info on operational priorities, issues, challenges, and resources needs.

## Example: Activation – Cyber Attack

- **Emergency Type:** Cyber Attack
  
- **Level 1: Watch Activation**
  - a) EMT activated via MS Teams. **Initiate Level 1: Watch.**
  - b) **EMT Lead Identified** and Confirmed – AVP ICT.
  - c) EMT Lead communicates **action plan** to EMT.
  - d) **Situation updates** received by EMT Lead and **Operational Period** set.

## Example: Activation – Cyber Attack

- As emergency **evolves and escalates**:
  - a) EMT Lead moves EMT activation through to **Level 3: Activation**.
  - b) **EMT Lead directs response activities** to EMT and SLF.
  - c) All **communications centralized** and coordinated through the **Chief Communications Officer**.
  - d) **PEC informed** of response activities by Chief of Staff.
- EMT lead has the **authority** to shut down are ICT systems to **protect infrastructure and systems**.
- EMT holds **command and control** for all response activities until resolution of emergency.

# Communications During an Emergency

**The Chief Communications Officer leads and directs all communications during an Emergency.**

- **Level 1: Watch** – Depending on the incident type, the EMT Lead may, when appropriate, notify colleges and units of the Level 1: Watch status.
- **Level 2: Standby and Level 3: Activation** – All USask communications coordinated by the Chief Communications Officer.
  - a) All colleges and units become stewards of the centralized, official messaging and **must not develop/distribute separate communications.**

# Roles in Emergency Management

## Deans & Unit Leaders

### **Assess risk, activate centralized emergency response, follow direction of EMT**

- Present or imminent event concerning health, safety or welfare of people or property
- Contact Protective Services (5555), who will initiate immediate response and activate organizational command structure (EMT)
- Provides mitigation, preparation, response, and recovery awareness within their college/unit
- Inform Provost or relevant VP

## Emergency Management Team (EMT)

### **Implement the operational response and decisions in the emergency for all facets of USask**

- EMT Lead is Incident Commander and maintains command and control of the emergency response.
- Provides situation updates and operational direction to Deans and Unit Leaders
- EMT Lead mobilizes additional resources including key college/unit contacts to implement operational response
- Chief Communications Officer leads and directs all communications during an Emergency
- Informs PEC of required institutional decisions during emergency response

## President's Executive Committee (PEC)

### **Provides policy direction to EMT and makes decisions affecting entire institution**

- Informs Board of Governors (via University Secretary) and Government (via Gov't Relations) as determined by the President

# Emergency Management Resources

## Emergency Management Team\*

<b>Emergency Manager</b>	<b>Deputy Provost</b>
<b>AVP Services</b>	<b>AVP Strategic Communications</b>
<b>AVP People</b>	<b>Chief of Staff</b>
<b>AVP ICT</b>	<b>Legal Office</b>
<b>Vice-Provost Students and Learning</b>	

## Field Operations

<b>Protective Services</b>	<b>Safety Resources</b>
<b>TLSE</b>	<b>USask Veterinarian</b>
<b>Communications</b>	<b>Human Resources</b>
<b>Facilities</b>	<b>Consumer Services</b>
<b>Procurement</b>	<b>Research</b>
<b>Finance</b>	<b>ICT</b>

## External Emergency Response Groups

<b>Saskatoon Fire Department</b>	<b>Saskatoon Police Service</b>
<b>Saskatoon Emergency Management Organization</b>	<b>Centre for Trauma Informed Practices</b>
<b>Saskatchewan Public Safety Agency</b>	<b>Public Safety Canada</b>

\*Policy allows for the establishment of enhanced EMT membership and structure to address emergencies of unexpected or atypical hazards, impact, and duration.\*

# Incident Process Overview

