



MARINE INSTITUTE

EMERGENCY
MANAGEMENT
PLAN

RIDGE ROAD CAMPUS

Getting Immediate Help

To Report an Emergency:

Dialed from a Campus Phone

St. John's Campus - 4100

Health Sciences Centre - 4100

Ocean Sciences Centre - 9-911*

Marine Institute – 9-911**

Grenfell Campus - 9-911*

Harlow - 9-999

**When utilizing 911, a follow-up call should be made to Campus Enforcement & Patrol using the appropriate number listed below.*

***When utilizing 911, a follow-up call should be made to Transportation and Works Security using the number listed below.*

When calling campus police they will

- respond immediately
- attend on scene; and
- bring in other municipal and campus emergency services as needed.

Important Numbers

Dialed from a Campus Phone at these sites:

Emergency Services:

St. John's and Logy Bay - 9-911

Corner Brook - 9-911

Harlow - 9-999

Campus Enforcement & Patrol:

St. John's Campus - 8561

Health Sciences Centre - 9-777-7280

Grenfell Campus - 6210

Security Services:

Marine Institute – Transportation and Works Security – 778-0644

Ocean Sciences Centre - 3275 or 3231

Harlow Campus after hours - 07847 795896

Calling From a Pay Phone

Follow instructions posted on each pay phone. **Emergency calls from pay phones are free.**

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Disclaimer

The Marine Institute Emergency Management Plan (the “plan”) was developed specifically for Memorial University’s Marine Institute Campus and the particular emergency requirements thereof. The plan may not be suitable, in whole or in part, for adaptation and/or implementation by or for other locations, institutions, groups and/or any other entities other than the Marine Institute Campus of Memorial University.

Memorial University makes no representations or warranties about the suitability of the contents of the plan for use outside of the Marine Institute Campus, and shall not be held responsible for any injury, death, loss, expense or damage of any kind whatsoever related in any manner to such use.

Members of the Campus Emergency Response Team (CERT), when acting under the provisions of the Emergency Management plan, are deemed to be acting as agents of the university and are not individually responsible for decisions of the group. The university accepts liability for the actions and decisions of the EOCG provided that such actions or decisions are shown to be made in good faith.

No persons are authorized to distribute, copy or reproduce any sections of this manual without the permission of the Office of Emergency Management and/or the vice-president Marine Institute campus.

All individuals on this campus are expected to adhere to the emergency procedures outlined in this plan. Refusal to evacuate a building or follow the direction of emergency first responders, for example, is unacceptable and may be cause for discipline.

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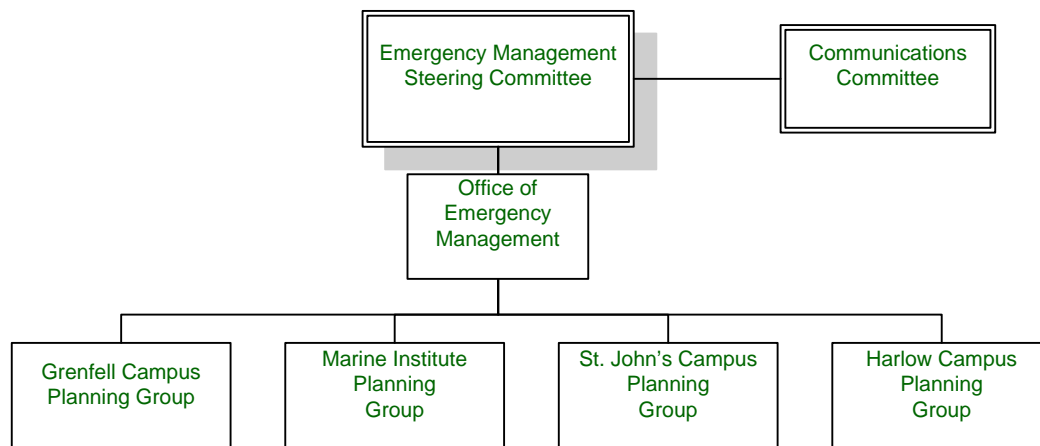
Preamble

University campuses are communities in and of themselves, and from this perspective are vulnerable to threats and hazards in the same way as any municipality. Universities need to be aware of and resilient to these threats and hazards, and provide the necessary leadership and support to the planning process.

On April 6, 2009, Memorial University recognized the need to establish an Emergency Management Steering Committee (EMSC), chaired by the vice-president of administration and finance. This committee assumed the leadership role in setting the direction, developing policies, procedures and protocols with respect to the university's Emergency Management Program; and ultimately receiving and approving emergency management plans. All individuals on this campus are expected to adhere to the emergency procedures outlined in this Plan.

The EMSC has the mandate to establish planning groups to develop all-hazards plans for all campuses of the university. The composition of this committee and the organizational chart are listed below.

Organizational Chart:



Composition of Emergency Management Steering Committee

Steering Committee Chair:

- Vice-President (Administration and Finance)

Steering Committee Members:

- President
- Vice-President (Academic)
- Vice-President (Research)
- Vice-President (Grenfell Campus)
- Dean - Student Affairs and Services

- Executive Director - Marketing and Communications
- Vice-President –Marine Institute Campus
- Executive Director - President’s Office
- Director – Enterprise Risk Management
- Director - Facilities Management
- Director – Human Resources
- Director – Computing and Communications
- Director – Health and Safety
- Manager – Harlow Campus
- General Counsel
- Registrar

Steering Committee Staff Resources:

- Emergency Management Coordinator
- Emergency Mangement Analyst

The primary objective of the Marine Institute Emergency Management Plan is to enable the university and others to:

- Prepare students, faculty, and staff for potential threats on campus via a strong Emergency Communications plan;
- Minimize the impact of threats/emergencies;
- Protect the lives of its students, staff, and faculty;
- Co-ordinate the provision of emergency assistance to any victims;
- Provide for continuity of academic teaching, research and university administration;
- Protect its property, infrastructure and reputation; and
- Expedite recovery and resumption of normal day to day activities at the university.

In October of 2008, the Marine Institute Emergency Management Planning Group (MIEMPG) was appointed by the Marine Institute Executive Committee and have since been incorporated under the Emergency Management Steering Committee. They have been mandated to develop a comprehensive and strategic Emergency Management Plan and oversee the development of functional sub-plans for the Marine Institute and its satellites, with the exclusion of separately incorporated entities (SIEs). This group has been given the mandate to ensure that training, education, exercise design and/or testing are implemented, subject to the attainment of appropriate resources.

Headquartered in St. John’s, Newfoundland and Labrador, the Fisheries and Marine Institute (Marine Institute) of Memorial University of Newfoundland is Canada’s most comprehensive institute dedicated to education, training, applied research and industrial support for the oceans industries. The Marine Institute provides education and training to approximately 650 students on campus, 500 through distance education programs and serves 8,000 - 10,000 research and industrial clients each year. The Marine Institute employs approximately 420 faculty and staff.

MI is divided into three schools: the School of Fisheries, the School of Maritime Studies, and the School of Ocean Technology. The institute has a number of centres and units located on its campus at 155 Ridge Road including:

- Centre for Aquaculture and Seafood Development (CASD)
- Centre of Marine Simulation (CMS)
- Centre for Sustainable and Aquatic Resources (C-SAR)
- MI International
- Centre for Applied Ocean Technology (CTec)

Centre for Fisheries Ecosystems Research (CFER)

Additional training and research centres are located throughout the region and province:

- Atlantic Fisheries and By-Products Centre – Mt. Scio Road, St. John’s
- Holyrood Marine Base - Holyrood
- Lewisporte Regional Fisheries and Marine Training Centre
- Offshore Safety and Survival Centre (OSSC) - Foxtrap
 - Southside Marine Base – St. John’s Harbour
 - Safety and Emergency Response Training (SERT) Centre – Stephenville

Marine Institute’s senior administration recognizes the Emergency Management Plan as a policy and procedural document. It provides a framework for emergency preparedness, mitigation, response and recovery.

The Marine Institute’s training and research centres will require specific response protocols led by the individual heads of the centres. As such, these response protocols and in some instances plans (i.e. OSSC in Foxtrap has a response plan), will be related supporting documents to this overarching plan. The Office of Emergency Management is available for consultation, support and training if required.

The plan is established under the authority of the president of Memorial University and is intended for use by Memorial University, Marine Institute personnel. It is complementary to federal, provincial, and/or municipal legislation that governs the command, control, co-ordination, and declaration of emergency or disaster situations as is outlined in the provincial Emergency Services Act - Section 5 (assembly.nl.ca/Legislation/sr/statutes/e09-1.htm).

The MIEMPG has endorsed all four pillars of emergency planning. These include **preparedness, prevention/mitigation, response, and recovery**. The MIEMPG has prepared an all-hazards plan which incorporates basic emergency management principles and concepts; accepts the standardization of emergency management definitions; adopts a response management model known as the Incident Command System (ICS); and establishes a three-level decision making process for the activation of the plan. The plan establishes responsibilities for all of the campus community.

The response section of this plan may be activated in conjunction with Transportation and Works, in whole or in part, under the guidelines set out in this document following an assessment

of a threat or hazard by the MI first responders and/or senior university personnel. It may also be activated in response to a declaration of a state of emergency by federal, provincial, or municipal officials or upon request from outside agencies for emergency support and/or assistance.

The vice-president, Marine Institute Campus and the Emergency Operations Centre Group (EOCG) upon response to certain emergencies will reserve the right to partially or fully close, secure or evacuate the building/campus, or declare an on-site emergency when this is the only site impacted by a major event. The Marine Institute will consult with Transportation and Works as its landlord and any applicable stakeholders, if and when required.

All members of the response team are referred to as the Campus Emergency Response Team (CERT). For further specifics, please refer to section 6.3.3, 6.3.4 and 6.3.6, the Marine Institute CERT Organizational Chart Parts 1 and 2, and Appendix A, Contact Information (**not for public distribution**). All members of CERT will be provided with proper identification and the necessary equipment and training to respond.

General Counsel will provide legal advice and guidance as appropriate, to any entity of the University for activities relating to any of the four pillars.

If an emergency occurs, the university may encounter situations whereby resources are overwhelmed and essential services are delayed or not available at all. Leadership, preparation, good judgment and common sense by personnel directing emergency efforts will determine the effectiveness of this plan.

The guidelines and procedures included in this Plan contain the best information and planning assumptions available at the time of preparation.

1.0 Introduction

Achieving organizational resiliency on a university campus is a complex process – one that should be implemented within a strategic emergency management framework. Emergency management in Canada is guided by the federal/provincial/territorial document published by Public Safety Canada entitled, *An Emergency Management Framework for Canada* (http://www.publicsafety.gc.ca/prg/em/_fl/emfrmwrk-2011-eng.pdf)

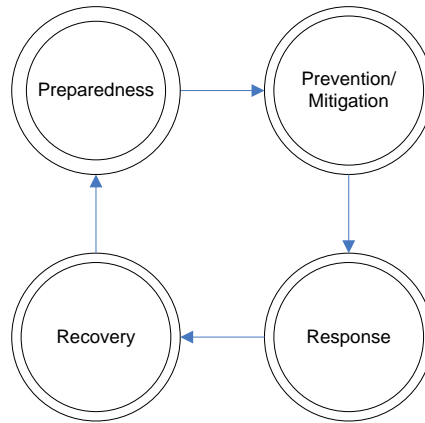
This framework describes the major components of emergency management, and recommends common definitions, principles and response models which many municipalities and organizations across Canada have adopted. The framework supports legal and policy frameworks, programs, activities, standards and other measures in order to enable and inspire all emergency management partners in Canada to work in better collaboration to keep Canadians safe.

The ultimate purpose of emergency management is to save lives, preserve the environment and protect property and the economy. The protection of life is of paramount importance. In the broadest sense, emergency management raises the understanding of risk and contributes to a safer, prosperous, sustainable, disaster resilient society in Canada.

Memorial University has adopted many of these emergency management components and modified them to fit the university environment. This framework recommends four strategic pillars to consider in any emergency management planning process. These four pillars are defined under this framework as:

- **Preparedness** – to be ready to respond to a disaster and manage its consequences through measures taken prior to an event, for example emergency response plans, mutual assistance agreements, resource inventories and training, equipment and exercise programs.
- **Prevention and Mitigation** – to eliminate or reduce the risks of disasters in order to protect lives, property, the environment, and reduce economic disruption. Prevention/mitigation includes structural mitigative measures (e.g. construction of floodways and dykes) and non-structural mitigative measures (e.g. building codes, land-use planning, and insurance incentives). Prevention and mitigation may be considered independently or one may include the other.
- **Response** – to act during or immediately before or after a disaster to manage its consequences through, for example, emergency public communication, search and rescue, emergency medical assistance and evacuation to minimize suffering and losses associated with disasters.
- **Recovery** – to repair or restore conditions to an acceptable level through measures taken after a disaster, for example return of evacuees, trauma counseling, reconstruction, economic impact studies and financial assistance. There is a strong relationship between long-term sustainable recovery and prevention and mitigation of future disasters. Recovery efforts should be conducted with a view towards disaster risk reduction.

These four interdependent components of emergency management may be undertaken sequentially or concurrently but they are not independent of each other, are cyclical in nature and best depicted by the diagram below:



Emergency management is a comprehensive all-hazards approach which coordinates and integrates preparedness, prevention/mitigation, response and recovery initiatives to ensure that a strong and seamless relationship exists among all appropriate emergency management partners.

2.0 Glossary

Alternate - a person designated by the appointed CERT representative should they as a member of CERT, be unavailable to respond.

Assembly/Muster Point – an area designated by the Institute for the congregation of any persons that are being evacuated from buildings.

Briefing – means of communication used to pass information to selected groups at the university, to the media, government and public and/or used to facilitate decision-making processes during a response.

Campus Community – all members of the university community who teach, conduct research, study or work at or under the auspices of the university.

Campus Emergency Response Team (CERT) – individuals assigned to carry out response duties under the Incident Command System model. Please see charts 6.3.3, 6.3.4 and 6.3.6 which identifies the full team which becomes activated fully or in part depending on the nature and/or scope of the incident.

Debriefing – a process to allow all involved in an incident to share their experiences, identify lessons learned and attain clear understanding of the event as it unfolded.

Director of Emergency Operations (DEO) – the person assigned to manage and direct the Emergency Operations Centre and in communication with the vice-president declare the level of emergency. Please Note: Roles of Unified Command with Transportation and Works.

Distribution List – the master list which identifies those individuals authorized to receive a copy of the plan. This will be maintained by Corporate Services and External Affairs administrative personnel for the purpose of distributing revisions/changes. C.C. to Office of Emergency Management at St. John's Campus.

Emergency – an event/threat or an impending situation that constitutes a danger of major proportions that could affect the health, safety and well being of individuals; cause damage to infrastructure and/or could impact teaching, research activities, and the reputation of the university.

Emergency Notification System– methods by which the university community will be informed of an emergency situation (e.g. voice over capability, text messaging, email, building alarms).

Emergency Levels – rankings classified as Level 1, 2 or 3 according to severity and which determines the level of activation and/or response required.

Emergency Management - the process of preparing for, mitigating against, responding to, and recovering from an emergency. The core operational considerations are direction and control; Communications; life safety; property protection; community (university)

outreach; recovery and restoration; administration; and logistics. These operational components are under the responsibility of academic and administrative offices of the university and can be co-ordinated by the Office of Emergency Management.

Emergency Management Co-ordinator – A dedicated position based at the St. John’s Campus who provides co-ordination and facilitation on all emergency management related matters for all MUN campuses.

Emergency Management Plan (the plan) – the comprehensive plan detailing preparedness, prevention/mitigation, response and recovery strategies, to enable Memorial University to respond effectively to emergencies.

Emergency Management Planning Group (EMPG) – a group designated to direct and develop the plan, draft policy and procedures, ensure that periodic reviews, testing and evaluation of the plan take place.

Emergency Management Steering Committee (EMSC) – A group comprised of representatives from executive and senior management representing all three campuses, who have the expertise and responsibility to provide the leadership, direction and approval with respect to all aspects of Memorial University’s Emergency Management Program.

Emergency Operations Centre (EOC) - (sometimes referred to as Command Centre) – the physical location for the Emergency Operations Centre Group who will have capability for 24 hr/7 day operation if necessary.

Emergency Operations Centre Group (EOCG) – is the operational group assigned responsibility for the overall management of any Level 2 or 3 events/threats at each of the campuses.

Emergency Personal Services - physical, emotional, spiritual, financial services managed and led by the provincial Department of Advanced Education and Skills and delivered via the applicable municipality.

Emergency Social Services – Reception Centre Management; Registration and Inquiry, and the provision of Food, Clothing, Shelter and other Personal Services offered by the provincial Department of Advanced Education and Skills to meet the essential survival needs of people following an emergency.

Emergency Warden – a person assigned roles and responsibilities of a building, or floor, or assistant wardens with primary duties related to fire and evacuation (formerly known as a fire warden).

Exercise – a “real life” simulation, desktop or live activity, test or drill which evaluates and validates the plan.

External Emergency Services – emergency public services which include police, fire, ambulance, municipal/public works personnel, health and environmental inspectors.

Fan Out Procedure – a method used to activate the contact list of the full or partial CERT team depending on the nature and scope of the emergency.

Finance and Administration Team – Personnel who are assigned to provide incident management support in response under the ICS model. They will have responsibility for cost accounting, compensation claims, time keeping, liability, insurance coverage, purchase authorization, assessment of damage to property, authorization of equipment usage and vendor contracting and other related business functions of the University.

First Responder – those individuals who respond upon being notified of the incident or potential threat on campus. Marine Institute has determined that all potential threats will be communicated immediately to Transportation and Works Security personnel. They will conduct an assessment and coordinate the level of activation after consultation with the Director of Emergency Operations who will make the final determination of the level of response required.

Hazard – an event or threat which could be categorized under the following nine (9) areas: Agriculture/Food Emergencies; Weather; Forest; Geological; Human Health and Epidemics; Hydrological; Critical Infrastructure Failure; Technological and Human Related Threats.

Hazard Analysis – subjective analysis of potential threats completed in an effort to determine probability of occurrence, vulnerability to the hazard and assessment of potential impact.

Hazardous Materials – products and materials, usually chemicals, that could cause harm, injury or death by means of direct contact, inhalation or ingestion.

Hotwash – an immediate debriefing session where members of CERT discuss their preliminary observations (e.g. what went right, what went wrong and ideas of how to improve in the future) while still fresh in everyone's mind.

Incident Action Plan (IAP) – written or verbal strategy for responding to the incident developed by the planning and analysis section in conjunction with the incident commander and other section managers.

Incident Command System (ICS) – a system which can be used to command, control and co-ordinate the efforts of individual internal resources and external agencies, if required, to help respond to the emergency.

Incident Commander – an individual with appropriate skills sets, appointed by the Director of Emergency Operations, who is responsible for directing and coordinating the actions of all the personnel at the emergency site.

Incident Reporter – the person(s) who is first on the scene of an incident or event as it is unfolding or is aware of a potential threat and who reports same to the First Responder.

Level 1 – A threat that minimally affects areas of life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such threats would not require the establishment of an EOC nor the activation of CERT. These threats are handled by academic and administrative offices as part of normal day-to-day operations.

Level 2 - A threat that substantially affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require full activation of the EOCG, partial or full activation of CERT and could involve the establishment of an EOC.

Level 3 – A threat that critically affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require full activation of CERT and the establishment of an EOC.

Logistics Team - Personnel who are assigned to provide incident management support in response under the ICS model. They will be responsible for resource procurement including transportation, supplies, equipment maintenance, fuelling, food services, communications and medical requirements.

Marine Institute – see Profile Appendix B

Media Centre – a location established to provide for the accreditation, coordination and briefing of the facts related to an emergency to the media.

Members of the university community – see Campus Community

Memorandum of Understanding (MOU) – agreement(s) between the university and any external stakeholders which outlines specific services to be provided during an emergency.

Mitigation – strategies implemented to make a potential emergency situation less intense, serious or severe.

Muster Point – See Assembly Point

Operations Team - Personnel who are assigned to provide incident management support under the ICS model. Responsible for managing the tactical operations to reduce the immediate hazard, save lives and property; establish situational control; set priorities; monitor site response; and quickly restore conditions to normal.

Planning and Analysis Team - Personnel who are assigned to provide incident management support under the ICS model. Responsible for analysis of the threat; anticipating changes; developing incident action plans; monitoring required resources, facilities, managing maps and documenting the response; and other related duties.

Prevention – See mitigation.

Reception Centre – a one-stop service site or facility (school gym, arena) to coordinate the five Emergency Social Services of Registration and Inquiry (R&I), Food, Clothing, Shelter and Personal Services.

Registration and Inquiry – a process completed by assigned personnel, to collect accurate and reliable information of persons affected by an emergency and to answer inquiries (with the permission of the registered individual) as to their condition and whereabouts.

Separately Incorporated Entities – see Profile Appendix B

Span of Control - as defined by the Incident Command System, should be no less than 1:3, optimum 1:5 and no greater than 1:7. This ensures efficient management, eliminates confusion and conflicting commands, and avoids duplication in the reporting structure.

Staging Area – a restricted area for emergency vehicles, deliveries and pick-ups during a response.

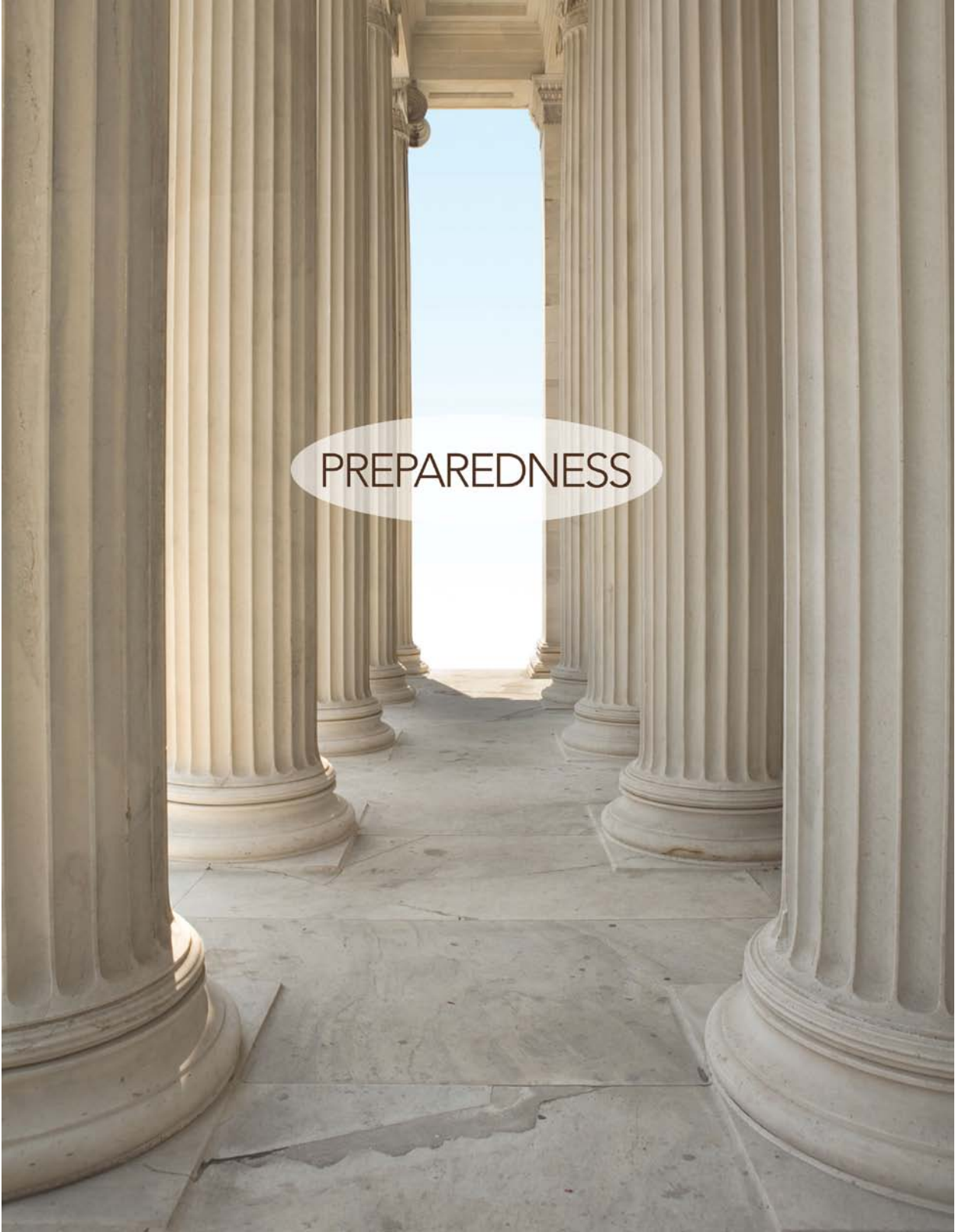
Unified Command – bringing together the Incident Commanders of all major organizations involved in the incident in order to coordinate an effective integrated response, while still carrying out responsibilities to their own jurisdictions.

University – Memorial University of Newfoundland

University Community – see Members of university community

3.0 Acronyms

CERT	Campus Emergency Response Team
DEO	Director of Emergency Operations
EOC	Emergency Operations Centre
EOCG	Emergency Operations Centre Group
EM	Emergency Management
EMP	Emergency Management Plan
EMPG	Emergency Management Planning Group
EMSC	Emergency Management Steering Committee
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
MI	Marine Institute, Marine Institute Campus or Fisheries and Marine Institute of Memorial University of Newfoundland
MIEMPG	Marine Institute Emergency Management Planning Group
MOU	Memorandum of Understanding
MUN	Memorial University of Newfoundland
SIE	Separately Incorporated Entity



PREPAREDNESS

4.0 Preparedness

4.1 Introduction

Memorial University is committed to ensuring the Marine Institute is prepared for any emergency that could occur and/or impact campus activities.

With executive leadership and a focused effort from faculty, staff and students this campus will:

- Develop and maintain an all-hazards emergency management plan supported by an over-arching emergency management policy;
- Adopt standardized emergency management principles;
- Identify clear expectations for Marine Institute personnel including generic responsibilities for all and specific responsibilities for our senior executive, administrative/academic managers, faculty and instructional personnel;
- Identify and nurture partnership relationships with municipal agencies, various provincial/federal departments, non-government emergency organizations and internal partners with whom we share resources and/or physical space;
- In consultation with our Emergency Communications functional sub-plan, educate the campus community with respect to this plan, any and all emergency procedures and related protocols;
- Develop and maintain a centralized emergency management website under the auspices of the Office of Emergency Management;
- Test and audit the plan over a three-year cycle; and
- Develop threat specific functional sub-plans which will provide standardized procedural direction for the campus community.

This section will provide more specifics on:

- our planning principles
- responsibilities of the campus community
- education/training
- exercise design and testing
- community partnerships

4.2 Preparedness Planning Principles

The campus will adopt seven generic principles of emergency management to guide the implementation of and approach to the emergency management preparedness phase. A list of these principles and their objectives are as follows:

- 1) **Collaboration:** The campus will build consensus while providing strategic direction, facilitate strong communication practices for dissemination of accurate information, create a team atmosphere, encourage trust, build consensus and delegate responsibility wherever

possible. At this campus, this will necessitate working closely with our landlord, Transportation and Works in preparing our Plans which will include joint command in Response.

- 2) **Co-ordination:** The campus will strive to synchronize this plan with that of the applicable municipality and all applicable internal/external partners. This includes utilizing and sharing knowledge of notification systems, definitions and decision-making processes.
- 3) **Communication:** The campus will develop an Emergency Communications Plan which will support preparedness, prevention/mitigation, response and recovery initiatives university wide. The campus will prepare staff/faculty/students and stakeholders for potential emergencies on campus, through an education and awareness campaign, and achieve open and timely communications during a response.
- 4) **Comprehensiveness:** The campus will conduct an analysis of all-hazards, include all phases of emergency management, and work with all stakeholders within the university community and with our landlord, Transportation and Works, for speedy mobilization of human and material resources when and wherever required.
- 5) **Flexibility:** The campus will utilize existing emergency planning knowledge within the university, be creative in delegating, cross-training, and seconding employees outside of normal day-to-day responsibilities, and appoint key resource personnel as needed to committees. In particular, emphasis will be placed on academic fairness to students, academic integrity of programs and continuation of research.
- 6) **Integration:** The campus will engage all levels of the campus, administrative, academic, research, and internal partners; the faculty, staff and students will be asked for input; senior administrative support will be involved for scope of activity, approval, direction and approach.
- 7) **Progression:** The campus will take measures to educate faculty, staff, students and other occupants (see Appendix B) with respect to the contents of this plan and their responsibilities within the plan via the media outlined in the Emergency Communications Plan. We will ensure their knowledge of early assessments of situations which may pose threats, ensure prevention and mitigation strategies are in place where possible, and conduct exercises to test the plan with internal/external partners.

4.3 Marine Institute Emergency Management Planning Group (MIEMPG)

As indicated in the Preamble and in accordance with the principle of integration, the MIEMPG is a subcommittee of the senior Emergency Management Steering Committee of the university, established for the purpose of developing a plan.

The current composition of the MIEMPG committee includes:

- Director, Corporate Services and External Affairs
- Manager, Finance and Contracts
- Registrar
- Manager, Human Resources
- Manager, Facilities and Technical Services
- Educational Marketing Coordinator
- Planning Analyst
- Quality Management Representative
- Head, School of Maritime Studies
- Head, School of Ocean Technology
- Building Manager, Transportation and Works
- Assistant Director – Operations and Administration, Offshore Safety and Survival Centre
- Marine and Offshore Firefighting Instructor, Offshore Safety and Survival Centre
- Area Manager, Transportation and Works
- Manager, Campus Enforcement and Patrol
- Manager, Information and Computing Technology
- Emergency Management Analyst, Office of Emergency Management
- Emergency Management Coordinator, Office of Emergency Management

4.4 Responsibilities

Preparedness begins at the individual level. All members of the campus community have a responsibility to ensure that our campus is a safe place to work, study, learn and play. Additionally should faculty/staff/students travel for university related activities it is recommended that they consider emergency preparedness before departing (e.g. completion of a pre-departure checklist for students and/or varsity teams, registration with Foreign Affairs and International Trade Canada, being aware of travel warnings).

<p>4.4.1 All members of the university campus shall</p> <ul style="list-style-type: none"> • Self-educate with respect to all-hazards emergency planning on campus. This includes being knowledgeable of procedures and protocols and knowing how to react appropriately (e.g. knowing when to evacuate or not to evacuate a building); • Become self-prepared, identifying all mitigation strategies for protection when and wherever possible; • Know the campus emergency telephone number – See Getting Immediate Help at the beginning of this plan; • Know the evacuation route, assembly points and reception centre for the area in which you , live, work, study or enjoy recreational activities; • Participate in any applicable emergency management training related to the duties/responsibilities you have on campus; • Become familiar with persons who study or work in your area who have disabilities or challenges. Be prepared to assist in emergencies to ensure their safety; and • Implement the principles of emergency management outlined in section 4.2 when conducting any emergency preparedness/management work. 		
<p>4.4.2 Emergency Management Planning Group</p>	<p>4.4.3 President, Vice-Presidents, Deans, Directors, Heads, Managers, & Supervisors</p>	<p>4.4.4 Faculty and/or Instructional Personnel</p>
<p>In addition to 4.4.1:</p>		
<ul style="list-style-type: none"> • Participate in the identification and preparedness of all-hazards planning following the four pillar emergency management approach; • Ensure the plan is compatible with the Municipal Emergency Plan for the applicable municipality; • Develop and recommend an emergency 	<ul style="list-style-type: none"> • Ensure all departments, units, and/or divisions identify time critical and essential services in the event of an emergency which could impact day-to-day operations including teaching and research (business continuity planning); • Develop written procedures as may be required for specific areas within a 	<ul style="list-style-type: none"> • Ensure students are provided with emergency information at the beginning of each semester, including the shortest exit route from the classroom and/or laboratory and the designated assembly point for that building; • Encourage students to visit the

<p>management response model and an activation grid;</p> <ul style="list-style-type: none"> • Liaise with Marketing and Communications to promote education and awareness of the university’s all-hazards plan via a strong Emergency Communications Plan; • Assist in identifying materials and resources needed to implement the plan; • Plan for and execute testing exercises to validate its content; • Serve as a resource to units/departments/faculties; • Ensure regular emergency management audits are conducted; • Ensure the plan is kept up to date; and • Review and provide feedback on threat specific functional sub-plans prepared by individual academic or administrative offices as required. 	<p>department/unit which could require EMSC approval (e.g. laboratory requirements);</p> <ul style="list-style-type: none"> • Ensure floor plan signage is posted and identifies safe evacuation routes and assembly points for all areas under your responsibility; • Consider emergency management mitigation strategies when initiating new infrastructure, renovations and/or upgrades; • Appoint emergency wardens, preferably volunteers, (previously known as fire wardens) for the applicable academic or administrative offices and ensure they receive training; and • Ensure the names of emergency wardens are centralized with the administrative staff specialist in the Department of Health and Safety; and • Encourage and support participation in exercise design and testing when made available to your academic or administration personnel. 	<p>emergency website for threat specific protocols/procedures (e.g. evacuation vs. shelter in place);</p> <ul style="list-style-type: none"> • Inform all students that those requiring assistance because of a mobility impairment can identify themselves to instructors, the Blundon Centre and/or Student Housing staff; • Provide additional information on emergency related threats throughout the semester with respect to any impact on academic interruptions; • Provide for academic fairness to students, the academic integrity of their programs and open and timely communications with respect to any impact from specific emergencies; and • Implement any and all directions received from the senior executive of the university that is threat specific.
<p>Note: Please refer to the Emergency Communications Plan, Appendix K for information on tools to assist with these responsibilities.</p>		

4.5 Education

Preparedness requires raising awareness of the plan across the campus community, the key components of the plan and the responsibilities of all members. An education and awareness campaign will be supported by the strategies outlined in the Emergency Communications Plan. Suggested methods include:

- senior administration communiqué
- workshops and seminars
- orientation for Students/Staff/Faculty
- posters
- information packages
- signage
- website (e.g. mun.today)
- student, faculty and/or staff handbooks
- public information system
- word of mouth
- email (e.g. Newslines)
- staff and unit meetings
- any other medium deemed appropriate

For further details, please refer to the Emergency Communications Plan, Appendix K.

The education of the campus community will be enhanced by a centralized emergency management website administered by the Office of Emergency Management.

4.5.1 Training

It is essential to train the Campus Emergency Response Team in a coordinated and collaborative manner. Training courses are offered by Fire and Emergency Services NL, Public Safety Canada and Public Health Agency of Canada Centre for Emergency Preparedness and Response. Training can also occur under the Emergency Communications Plan via brochure/print media, PowerPoint, online, in class training, town-hall session, and video or other media.

Specialized training content could include, but is not limited to, specifics of the Emergency Management Plan, emergency notification procedures, fire safety evacuation procedures, critical incident stress management (CISM), media training, basic emergency management, ICS training, EOC management, first aid, emergency flare training, field safety and Workplace Hazardous Materials Information Systems (WHMIS).

Training will be managed by the academic and administrative offices of the university for their specific areas of responsibility. In some instances, co-ordination will need to occur between various departments or units (e.g. Health and Safety, Human Resources, and the Office of Emergency Management in situations where there is turnover of personnel who have been given lead responsibilities under this plan).

4.5.1.1 External Agency Training Involvement

Joint training with off-site (non-university) groups will be conducted whenever the opportunity arises. Requests will be made to these groups by the Emergency Management Office to ensure university and Transportation and Works personnel are considered for provincial/federal emergency training programs (e.g. Basic Emergency Management (BEM) course from the province and Emergency Operations Centre (EOC) Management from the Canada Emergency Management College through the federal government).

Municipal Emergency Services will also be offered the opportunity to test and train with the university with respect to emergency management subject matter. Such training may include:

- reviewing the campus plan;
- participating in campus emergency response simulations; and
- touring the campus site.

4.5.2 Exercise Design and Testing

Exercise Design

In order to ensure the university community is familiar with and confident in the Emergency Management Plan, the university will design exercises, which will test and validate the plan. These exercises will provide training opportunities and act as an audit of the entire plan. These exercises will have the following objectives:

- Involve all levels of management, including those with Transportation and Works, in evaluating and updating the plan.
- Test the alert notification system.
- Identify and addressing the problem areas and resource shortfalls.
- Reflect lessons learned from drills and actual events.
- Understand the respective responsibilities of the emergency management team and ensuring new members are being trained.
- Reflect changes in the physical layout of the Marine Institute.
- Update photographs and other records of the Marine Institute.

- Attain the training objectives of the Marine Institute.
- Review the hazards which could impact the Marine Institute.
- Review/update names, titles and telephone numbers referenced in the plan.
- Incorporate emergency management into other Marine Institute processes if required.
- Coordinate the involvement of the community stakeholders in exercise design, implementation and evaluation of the Institute's plan.
- Ensure the plan meets the needs of persons with disabilities.

The design of the actual exercise content will be co-ordinated and developed by Emergency Management personnel with assistance from other key university personnel and outside agencies.

Testing

This campus has adopted six types of emergency exercises that will be conducted over a three-year exercise cycle to train emergency personnel and to test the effectiveness of the plan and the associated response capability:

Year 1 – Discussion based exercises

- **Q&A Exercise:** Selected “What If” questions will be discussed with a facilitator.
- **Paper Exercise:** Specific scenarios will be presented and solutions arrived at using the knowledge of the plan.

Year 2

- **Table Top Exercise:** Incident scenarios, maps, photographs and/or other media will be used to test various elements of the plan.

Year 3 – Operations-Based Exercises

- **Drills:** Live drills on specific elements of operations (e.g. activating the EOC) will be conducted.
- **Functional Exercise:** Test individual elements of the emergency management structure. For example, the EOCG is exercised in an EOC simulation or the Incident Commander is deployed to a simulated site.
- **Full Scale Exercise:** Exercise all elements of the plan in a full-scale simulation. This exercise will normally involve the participation of many external emergency services, as well as municipal, provincial, and/or federal officials.

4.6 Community Partnerships

4.6.1 Municipal Agencies

The Marine Institute will adhere to the Emergency Disaster Plan(s) set out by applicable municipalities. The municipal plans are authorized by council in accordance with the Emergency Services Act, Section 5 (<http://assembly.nl.ca/Legislation/sr/statutes/e09-1.htm>). These plans clearly outline the roles and responsibilities of the municipality, Fire, Police, the local Health Authority Board, Advanced Education and Skills and other local municipal/provincial agencies.

The University recognizes that a mayor and/or council can declare a state of emergency which may affect the operation of the Institute. This could include the banning of public gatherings; the evacuation of buildings; restriction or prohibition of vehicles, and/or water shortage; or any other action they may feel necessary to protect the lives and safety of ALL residents within the boundaries of the municipality, including the university.

The St. John's Regional Fire Department (SJRFD) which falls under the jurisdiction of the City of St. John's could be a critical partner during some responses and fire drills. Fire inspections are a requirement should the university be used as a reception centre or shelter site. The University will continue to enhance its current relationship with SJRFD.

The Marine Institute recognizes its role as a resource and a support to the municipality and other municipal partners in their efforts to respond to emergencies not impacting the Institute directly. For example: A request from the local health authority board for use of our facilities, buildings and human resources, when required. Such agreements may currently be verbal, and may need to be strengthened via MOU in the future.

The Institute supports and encourages participation in Preparedness and Exercise Design/Testing at the municipal level in efforts to ensure full understanding of our respective roles/responsibilities in Emergency Management.

4.6.2 Provincial Departments

The relationship that the university has with the many provincial government partners in all aspects of emergency management will depend upon the nature and scope of the emergency. Some of the provincial departments which could interface with the University in the event of an emergency, but not limited to, are:

- Department Transportation and Works who will have a Unified Command Role in all Emergency Response activities and who will

be key partners in all 4 Pillars of this Plan, including testing and exercising the plan.

- Department of Advanced Education and Skills who will have a vested interest because of our academic status;
- Fire and Emergency Services, Department of Municipal Affairs, which could provide consultation, guidance and direction on all issues related to emergency management and to assist in education, training and exercise design when requested;
- Service Newfoundland and Labrador to avail of the expertise from Health Inspectors for the purpose of emergency food services, congregate shelter occupancy and/or with respect to a serious injury or death on campus (see Occupational Health and Safety Act, section 54 (3) for more information);
- Department of Health and Community Services for designated Medical Officers when required;
- Department of Advanced Education and Skills via the applicable municipality for Social Services. For example, the University could open a Reception Centre to provide such services as Registration and Inquiry, Food, Clothing, Shelter and Personal Services; and
- Department of Justice for labour disruptions and/or injunctions; and the involvement of the Royal Newfoundland Constabulary (RNC) for all criminal activities at the Marine Institute.

There is an ongoing day to day business relationship with provincial departments to ensure compliance with various Acts and Regulations (i.e. Occupational Health and Safety Act and the Fire Prevention Act).

4.6.3 Federal Departments

Federal Government agencies have a key role to play in supporting the province and in most emergencies would activate their role upon a request from the province.

Given the broad provincial scope of the Marine Institute's activities, there are relationships with agencies of the federal government in ensuring Business Continuity and the day –to –day delivery of program responsibilities. For Example, the Institute needs to ensure it is in compliance with Canada Marine Act; the Canada Shipping Act; the Occupational Health and Safety Act; Canadian Food Inspection Act; Emergencies Act; Emergency Preparedness Act; Marine Transportation Safety Act; National Fire Code; Life Safety Code; and the Transportation of Dangerous Goods Act among others which can be found at laws.justice.gc.ca/eng/StatutesByTitle. .

In most cases the Royal Newfoundland Constabulary will be the first external contact for response support. However, some of the university's specialized centres are under the jurisdiction of a federal agency, the

Royal Canadian Mounted Police (RCMP), and in the event of an emergency, they would be the first responders.

Overall, this emergency management plan recognizes the role of Public Safety Canada, and the Public Health Agency of Canada's Centre for Emergency Preparedness and Response. These agencies manage emergencies of national scope, and provide training and consultation on recommended best practices which have been incorporated into this plan.

4.6.4 Non-Government Organizations (NGOs)

The Marine Institute recognizes the vital role which The Salvation Army, the Canadian Red Cross, St. John Ambulance, Ground Search and Rescue and other not-for-profit groups have in emergency management, both from a collaborative role with the applicable municipality and also as independent entities.

The Marine Institute has decided to avail of any services provided by these agencies via the applicable municipalities Emergency Plan and/or provincial Department of Municipal Affairs and Fire and Emergency Services. In this regard the management of their response activities, including financial costs, will be under the terms of agreement that they may have with the municipality and in some areas the municipality may have with the province.

For example, should the Institute need to open a reception centre or shelter site on campus, it is recognized that the current Provincial Emergency Social Services Plan which the municipality utilizes, will provide the Registration and Inquiry function via the Canadian Red Cross and the Food/Shelter/Clothing and Critical Incident Stress Management Services via The Salvation Army.

The Institute is also supportive of working collaboratively with these agencies, via the municipality, in preparedness and exercise design activities.

4.6.5 Partners on Site

Memorial University is committed to working collaboratively with its partners on site and to ensure they are aware of this plan and any potential impact on the use of our facility and resources. The following partners occupy space on the Marine Institute campus:

- The Canadian Centre for Fisheries Innovation (CCFI) is a separately incorporated non-profit organization owned by Memorial University of Newfoundland and funded primarily by the Government of Newfoundland and Labrador with some additional support from the Maritime Provinces' Governments. The Centre provides the tools of scientific research and

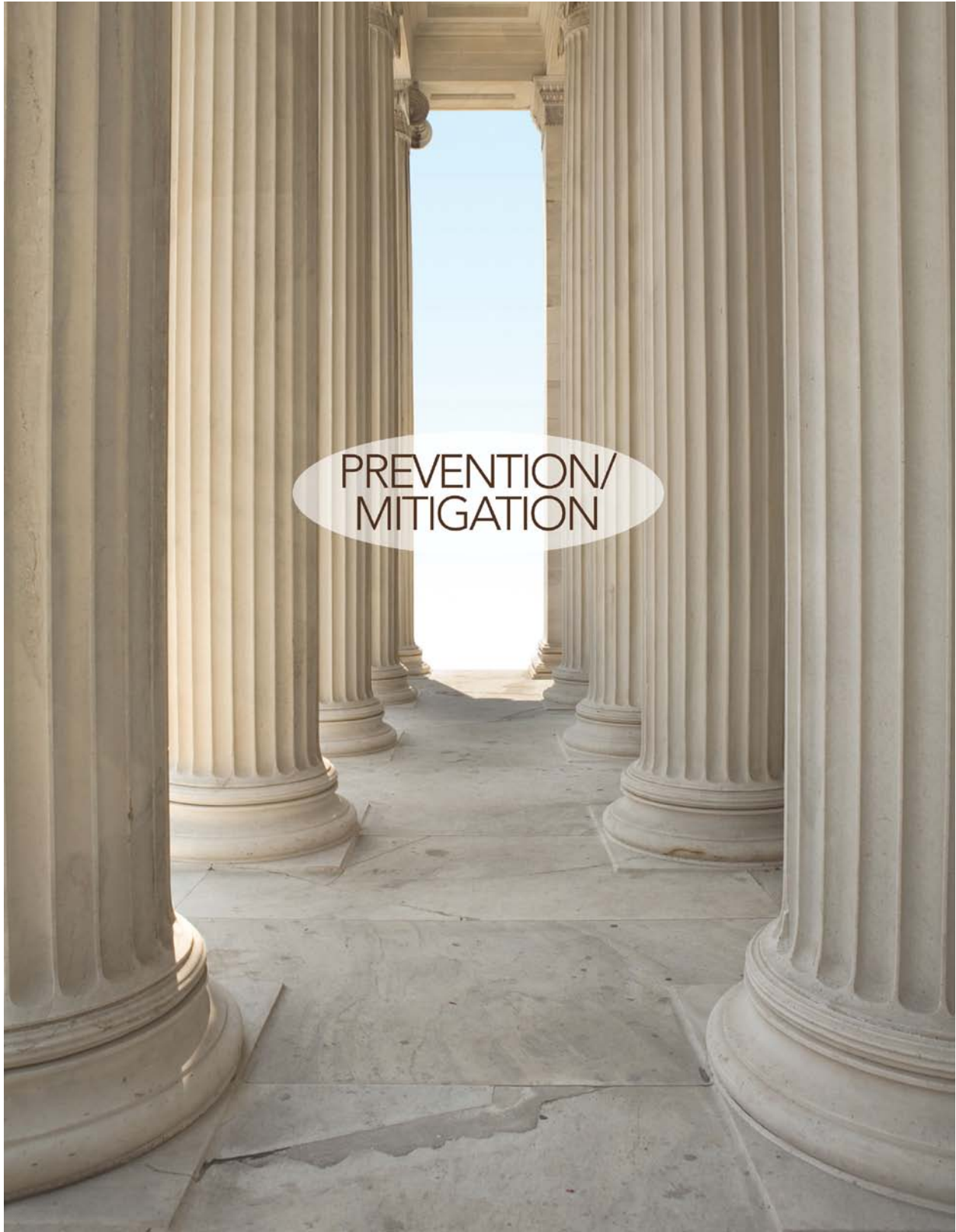
technology to the fishing industry. The CCFI has a staff of 4-5 people.

- The National Research Council (NRC) leases an office that is co-located with CCFI. They have one Industrial Technical Advisor (ITA) on site that facilitates linkages between small and medium enterprises in a variety of industries with the applied research and development capabilities of the Marine Institute.
- The Marine Institute has a contract with the Department of National Defence (DND) for the provision of training. The Marine Institute provides space for a detachment office. There are 7 Department of National Defence personnel located in that area on a regular basis.
- The College of the North Atlantic (CNA) occupies space within the Marine Institute. In addition, because they have a campus located adjacent to the Marine Institute and under agreement between MI, CNA and the Province, owner of both facilities, CNA students are on campus using classrooms, labs, the library, the cafeteria and other common areas of the Marine Institute.
- Memorial University leases the building from the provincial Department of Transportation and Works. As owners of the building, Transportation and Works has an office located at the Marine Institute and in addition provides security to MI (one security guard located adjacent to the main lobby). In addition to the security guard, there are 3 Transportation and Works personnel on site on a regular basis.

4.6.6 Memoranda of Understanding

Currently there is a memorandum of understanding effective March 1, 2011 for Campus Enforcement and Patrol (CEP) to respond to all calls of assistance at the Marine Institute from Transportation and Works Security on issues of personal safety. Urgent calls requiring immediate intervention will still be routed to the Royal Newfoundland Constabulary however CEP may also be notified and will also respond if called, to assist the RNC in any capacity. Please see Appendix C (Not for Distribution).

All other MOUs related to emergency management will be developed depending upon requests for services and/or resources.



PREVENTION/
MITIGATION

5.0 Prevention/Mitigation

5.1 Introduction

Emergency prevention/mitigation processes will require regular review and revision. The Marine Institute will:

- identify mitigation strategies that speak to the university's current capability to lessen the impact from potential emergencies and reduce the response time, please see section 5.3 with examples of current mitigation strategies;
- identify essential and time critical services which will need to be maintained; and
- complete a bi-annual hazard analysis and identifying new strategies to lessen the impact of the highest rated threats.

This section will further define the processes that will be implemented.

5.2 Business Continuity Planning

In addition to responding to any emergencies, the university will be required to maintain essential services for the university community and to continue, if possible, all day-to-day critical functions of the university. The identification of critical services expedites the university's ability to resume, partially or completely, any interrupted critical function within a predetermined time after an incident.

Business continuity planning is a proactive planning process, which enhances the university's capability to respond and recover. All departments/units of the university will identify their critical services. These include any essential personnel, critical information requirements, equipment, alternate space allocation and financial budget requirements. This planning process identifies essential services which will ensure no or minimal interruption to the availability of time-critical services and assets of the university. Services that are required 24/7 are identified as priority with respect to restoration and recovery including contact information, followed by those required within 24 hrs, one week, one month or beyond. This information will be made available for prompt use by CERT.

Business continuity plans will also address policies and protocols for the protection and storage of critical and sensitive documents which may be required to expedite the administrative recovery effort, and maintain administrative, research initiatives and academic continuity.

Consultation and/or support for business continuity planning will be available through the Office of Emergency Management upon request.

5.3 Prevention/Mitigation Strategies

Prevention/mitigation strategies are already incorporated and shared across many facets of this university in normal day-to-day management and planning activities. These strategies consist of operational elements which can control, prevent, or mitigate a potential threat/hazard. They could be in the form of staffing resources, facility access, health and safety protocol, fire/evacuation procedures and other related emergency procedures. Some of these strategies that are applicable to the Ridge Road location include, but are not limited, to the following:

- Holding fire drills semi-annually;
- Updating List of all conference and visiting groups weekly;
- Conducting annual first aid training, list of applicable names with HR;
- Specialized 5 day first aid training with AED training;
- Training is underway for Automated External Defibrillator (AED);
- Access to trained crisis intervention personnel;
- Assigning of updated fire procedures with Wardens in all areas of the campus;
- Installation of video surveillance system under review, external cameras in place already;
- Emergency phone in elevator;
- Transportation and Works security personnel on site 24-7 for building security only (1 person for 2 buildings/paging capability under review);
- Review for improvements for alert/notification system;
- Recognition that campus is in close proximity to RNC and CEP;
- Updated electronic floor plans are stored with Transportation and Works and Department of Facilities and Technical Services (MI)
- Further development of communications systems and computing systems;
- Availability of campus wide e-mail;
- Consideration that small size of campus is considered an advantage for emergency planning, training;
- Recognition that proximity to the St. John's campus allows for usage as alternate emergency command site and communications back-up centre;
- Acknowledgement of well-established Health & Safety Committee;
- Continuation of WHMIS training with centralization of list with HR; and
- Trained personnel in federal emergency management preparedness.

5.4 Hazard Analysis

The university recognizes that forecasting a potential emergency with a high degree of accuracy is difficult, if not impossible. There is also the possibility that any type of incident can occur at the campus and therefore it is essential to adopt an all-hazards approach. This approach will increase efficiency by recognizing and integrating common emergency management elements across all hazard types and supplementing these common elements with threat specific functional sub-plans (see Appendix L for a comprehensive listing of functional sub-plans and Appendix M for related documents).

The 9 categories of hazards and 53 specific threats contained in Appendix D were adapted from the document *Business Continuity Planning Guidelines* from the

Business Continuity Secretariat, Government of Newfoundland and Labrador. The hazard analysis form, adopted from a non-profit organization, the Centre for Emergency Preparedness Canada, provided the ability to review, rate and score each applicable hazard.

Knowledge of threats and experience with emergency response within a university environment was diverse among the MIEMPG. Each member completed an individual ranking of each hazard, which was tabulated by the Office of Emergency Management to determine the average score. This analysis included the probability of occurrence, the campus's vulnerability and the potential impact utilizing the following criteria.

Probability

Probability that the hazard would occur at the Marine Institute was considered from the following eight perspectives:

- Historic (e.g. number of occurrences in the past);
- Demographic (e.g. the university profile);
- Geographic (e.g. proximity to nuclear power plants, flood plains, etc.);
- Technological (e.g. what was unlikely in the past may be probable due to technology);
- Transportation (e.g. movement of dangerous goods);
- Human error (e.g. poor training and/or maintenance);
- Physical (e.g. hazardous material storage, ongoing construction); and
- Legal/regulatory (e.g. non compliance).

Vulnerability

The Marine Institute's vulnerability to these hazards was assessed based on

- the potential severity of the hazard;
- its current mitigation strategies; and
- how well it is prepared to handle the hazard.

Impact

The impact was evaluated according to six key areas. These are:

- Human (e.g. minor/major injuries and/or death(s));
- Infrastructure (e.g. cost to replace/repair/temporary set-up, how much damage (little or none, mild-severe, or extensive));
- Operations (e.g. unable to work from site, interruptions in teaching/research);
- Financial (e.g. the monetary cost of the hazard, what is considered an acceptable loss);
- Reputation (e.g. loss of stakeholder trust, public endorsement); and
- Legal/liability implications.

After each hazard was analyzed and the score calculated by the MIEMPG, potential hazards were arranged in descending order from the highest score to the lowest to give an indication of priority planning requirements for the Marine Institute.

Based on the results, the Marine Institute has identified the following hazards as the top potential threats.

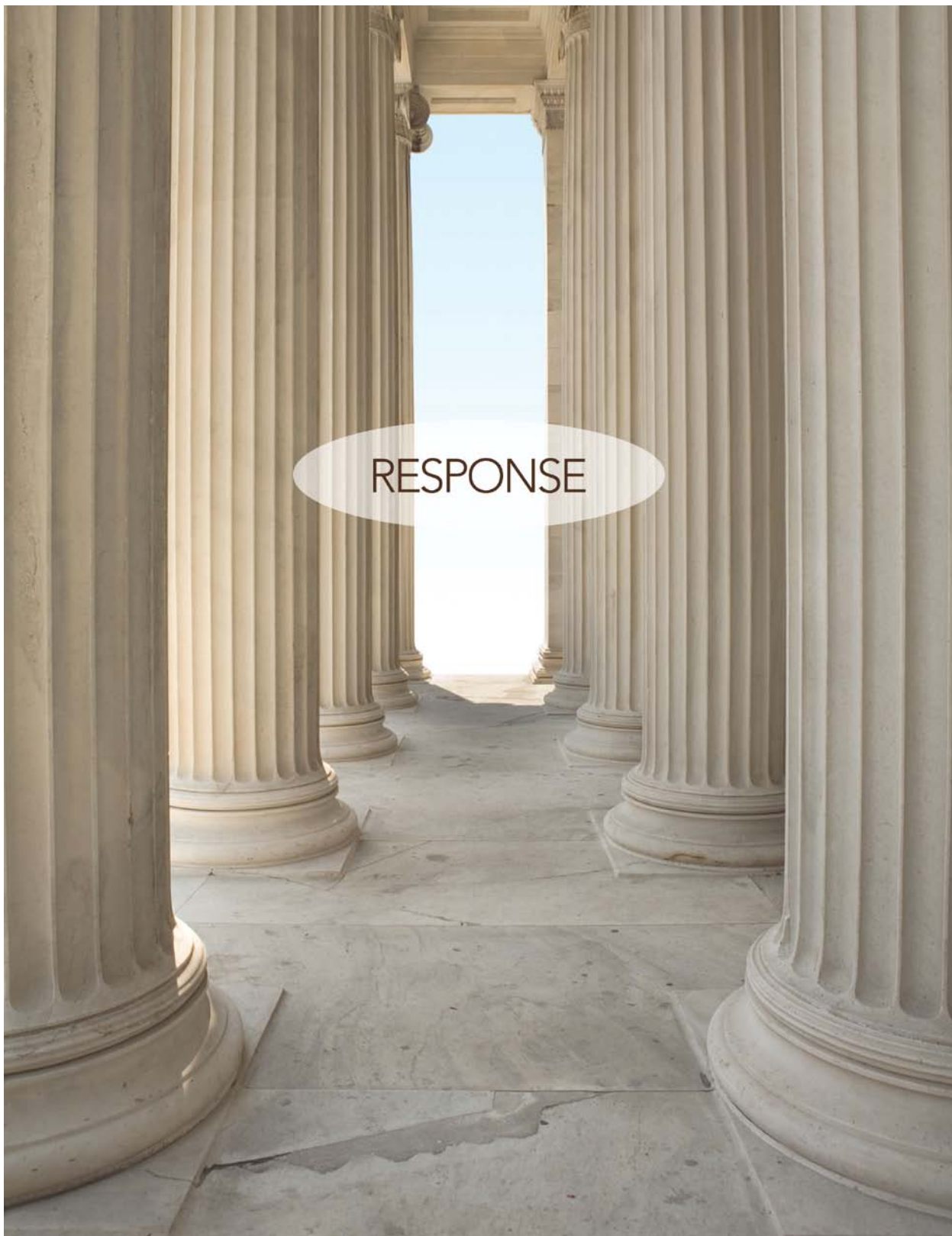
Top Potential Threats

1. Active Intruder Protocol
2. Theft
3. Flooding
4. Severe Weather
5. Computer Security
6. Explosion/Fire
7. Hazardous Materials – Fixed Site
8. Forest Fire
9. Major Power Outage

Reference should be made to Appendix D for the full results of the hazard analysis completed by the MIEMPG. This appendix also identifies the need for threat specific functional sub-plans, the need for hazards to be addressed by the Emergency Communications Plan and/or to have the hazard considered in an administrative or academic office business continuity plan.

5.5 Functional Sub-Plan Development

The functional sub-plans are developed, managed and maintained by the applicable academic and administrative offices of the university. The Office of Emergency Management is available to assist with any or all functional sub-plan development and/or will lead in the consultation of such development activities if directed by the Emergency Management Steering Committee to do so.



RESPONSE

6.0 Response Management Plan

6.1 Introduction

This section of the plan will provide the direction for the Marine Institute on how to manage its response operations including, but not limited to:

- Concept of response operation;
- Levels of emergencies including examples;
- Organizational structure including organizational charts;
- Emergency Management Activation Flowchart;
- On-scene incident management response model – Incident Command System (ICS);
- Responsibilities of CERT utilizing Incident Command System terminology:
 - Command staff
 - Director of Emergency Operations
 - Emergency Operations Centre Group (EOCG)
 - Incident Commander
 - Safety Officer
 - General staff
 - Planning and analysis
 - Operations
 - Logistics
 - Finance and administration;
- Notification/Alert procedure;
- Emergency Operations Centre (EOC); and
- Fan-out procedures/CERT contact list

6.2 Concept of Response Operation/Levels of Emergency

The primary objective for the emergency management response is to provide a co-ordinated effort from all affected academic and administrative offices of the university and all the necessary supporting agencies required to respond to either a localized or widespread emergency.

The Marine Institute has adopted three levels of emergency in which to control its operational response to reported incidents.

Level 3;

A threat that critically affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require full activation of CERT and the establishment of an EOC. The threat could involve one or more of the following:

- Fatality;
- serious injury;
- serious acts of violence;
- serious threats which could impact university property and the surrounding area;
- serious health issues (e.g. pandemic); or
- major infrastructure damage (e.g. an entire building or buildings).

These threats could result in the closure of the full Marine Institute or specific areas of the campus, and attract significant media and political interest.

Level 2;

A threat that substantially affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require full activation of the EOCG, partial or full activation of CERT and could involve the establishment of an EOC. The threat could involve the following:

- injuries;
- moderate health issues (e.g. epidemic);
- threats that are localized to the university property; or
- moderate damage to infrastructure (e.g. a floor of a building).

These threats could result in a partial closure of the Marine Institute and attract localized media and political interest.

Level 1;

A threat that minimally affects areas of life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such threats would not require the establishment of an EOC nor the activation of CERT. These threats are handled by academic and administrative offices as part of normal day-to-day operations. The threat could involve the following:

- localized threats (e.g. a small chemical spill, computer virus, winter storm).

These threats could result in the need for a first response from local fire departments, police departments, or ambulance services.

The first person arriving at the scene of an incident should follow the process outlined in the first section of the Emergency Management Activation Flowchart, section 6.2.1. The first responder will vary depending on the threat.

The notified first responder will follow the protocol outlined in the remaining sections of this flowchart to assess the potential impact and to determine the level of emergency and will initiate contact with the vice-president of the Marine Institute campus if they assess the need to declare a Level 2 or 3 response.

Responsibilities for MI First Responders

- Make every effort to ensure the life and safety of people is a first priority, university property second and environment third.
- Assess the threat and provide information to the director of Emergency Operations who will determine Level 2 or 3 response requirements.
- Contact applicable departments/units depending on the type of emergency as per Section 6.2.1.
- Assume responsibility to ensure safety until an incident commander is appointed.
- Oversee the scene to ensure the integrity of the incident scene is protected for investigative purposes.
- Submit accurate and detailed reports at post-incident debriefings.

Incident Scenario Examples:

The following scenarios provide examples of how these levels are activated using the Emergency Activation Flow Chart.

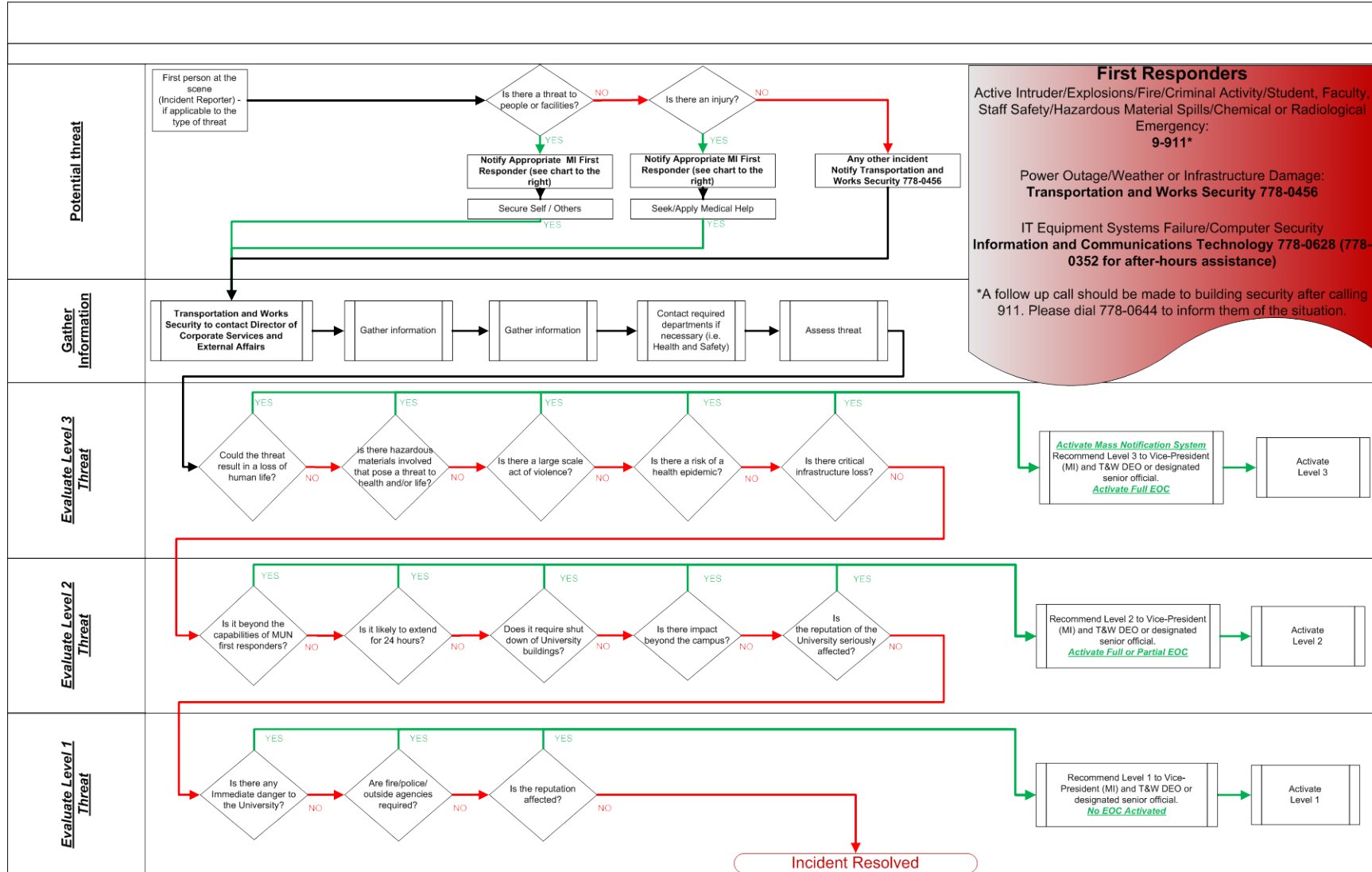
Level III – Human Related Incident (active intruder on campus) - Person becoming aware of potential life threatening situation will immediately notify Transportation and Works Security, who may activate the notification system, call 911, and concurrently advise the vice-president (Marine Institute), Minister of Transportation and Works or designate and/or Directors of Emergency Operations. Upon notification, EMG/EOC will become fully activated.

Level II – Technological Hazard (Explosion in science lab) – Person becoming aware of an explosion will activate the fire alarm system and notify Transportation and Works Security. Transportation and Works Security will notify the Director of Corporate Services and External Affairs/the Minister of Transportation and Works or designate/Director of Emergency Operations (or alternate). They will assess and consult with the vice-president, Minister Transportation and Works or designate. They may activate the EMG/EOC in part or full.

Level I – Localized Power Disruption – Vice-president (Marine Institute) or designate in consultation with Transportation and Works Building Personnel, will make the decision with respect to closure. Generally no need to activate the EMG/EOC.

Please note: A complete campus wide notification system will be explored with Transportation and Works and senior administration at the Marine Institute with the intent of enhancing our ability to communicate quickly to the campus community.

6.2.1 Emergency Management Activation Flow Chart



6.3 Organizational Structure

The overall strategic management of Level 1 emergencies will be handled by the directors, managers, and/or supervisory personnel, etc of the academic/administrative offices of the Marine Institute. They will effectively respond to any Level 1 emergency in conjunction with their current day-to-day responsibilities and mandates.

Memorial University approaches its emergency management response to Level 2 and 3 emergencies under the Incident Command System utilizing two teams - a command team and a general team. All personnel assigned responsibilities in a response are referred to as the Campus Emergency Response Team (CERT) and are depicted in the Marine Institute CERT Organizational Charts Part 1 and 2, Sections 6.3.3, 6.3.4 and 6.3.6.

6.3.1 Incident Command System (ICS)

The EOCG will establish, if required, an on-scene response model known as the Incident Command System (ICS). This system will be used to command, control and co-ordinate the efforts of individual internal resources and external agencies, if required, to help respond to the emergency. This model has been adopted by some Canadian municipalities, fire, police, health officials and many North American post-secondary institutions. Memorial University has received direction from the Emergency Management Steering Committee to implement this model across all of its campuses.

The key features of the Incident Command System include the use of common terminology and titles, a standardized planning process, common communications and a unified approach to emergencies that require inter-agency involvement in Level 2 and 3 responses. ICS supports a span of control model which utilizes a reporting structure of 1:3 (minimum), 1:5 (optimal) and 1:7 (maximum). ICS uses unity of command with individuals reporting to only one supervisor. This eliminates the potential for conflicting orders thus increasing accountability, improving the flow of information, helping with the co-ordination of operational efforts and enhancing operational safety. ICS provides organizations with the ability to adapt the components to fit its response requirements.

An incident commander will be appointed by the director of Emergency Operations. The director of Emergency Operations, Emergency Operations Centre Group, incident commander, and safety officer will be known as a command team under this model and will be supported by general teams who will perform the responsibilities assigned under a modified ICS model.

These teams will be activated in part or in full depending on the assessment by the MI first responders.

6.3.2 Command Team Responsibilities, Marine Institute

The responsibilities for the positions depicted in the Marine Institute CERT Organizational Chart Part 1a and 1b, Sections 6.3.3 and 6.3.4, are as follows:

6.3.2.1 Responsibilities of the Vice-President (Marine Institute Campus)

The vice-president will have the responsibility to:

- Provide direction and leadership to ensure the EOCG is implementing its campus specific Emergency Management Plan;
- Update the Board of Regents and the provincial government;
- On the basis of the recommendation from the EOCG, make formal declarations related to the emergency;
- On the advice of the Educational Marketing Coordinator, address media issues related to the university's response; and
- Convene meetings of Senate as required.

6.3.2.2 Responsibilities, Composition and Mandate of the Marine Institute Emergency Operations Centre Group

Decisions made by this group are in response to information provided by the incident commander to the director of Emergency Operations. The DEO remains in the EOC with key university and communications personnel who have the necessary authority to engage other internal/external stakeholders. These groups will have the authority to make tactical and administrative decisions during a response on behalf of the president of Memorial University. Students, employees and infrastructure issues will be an integral oversight responsibility of this group.

EOCG Membership:

- Director of Emergency Operations, Director of Corporate Services and External Affairs
- Manager, Finance and Contracts
- Educational Marketing Coordinator
- Scribe, Secretary to the Director, Corporate Services and External Affairs

The EOCG responsibilities:

- Take precautionary measures as required to ensure the safety and security of people and resources of the university;
- Accept the advice/assessment from the first responder;
- Determine the short- and long-term impact of the emergency in consultation with members of CERT;
- Recommend to the president a formal declaration of Level 2 or 3 emergency if required;
- Appoint the incident commander depending on the nature of the emergency and skill set required;
- Provide liaison to the president, all MUN partners and stakeholders as required;
- Convene one-on-one meetings with members of CERT as required;
- Interface directly with outside community agencies;
- Invite representatives from key external stakeholders to the EOC who may be critical to the decision making process (e.g. fire and police);
- Authorize all media releases relating to the emergency; and
- Implement post-incident recovery strategies expediently.

6.3.2.3 Specific Responsibilities for Director of Emergency Operations

- Convene the EOCG;
- Notifies the president and vice-presidents;
- Co-ordinate with the Office of Emergency Management for the establishment of the EOC if required in Level 2 and Level 3 emergencies;
- Co-ordinate with the Office of Emergency Management to enact the fan-out procedure;
- Direct emergency management activities in consultation with the EOCG members/president;
- Determine level of staffing/expertise needed in the EOC;
- Appoint, as required, the leaders of planning and analysis, operations, logistics and finance and administration depending on the nature and scope of the emergency and the skill sets required;
- Provide direction to the MI incident commander, leader of planning and analysis, operations, logistics, finance and administration as per the Marine Institute CERT Organizational Charts, Sections 6.3.3, 6.3.4 and 6.3.6;
- Seek advice and recommendations from the president, incident commander, and leaders of planning and analysis, operations, logistics, finance and administration when required; and

- Ensure the incorporation of lessons learned into the Emergency Management Plan.

6.3.2.4 Responsibilities for the Educational Marketing Coordinator

- Activate the response section of the Emergency; Communications Plan including deploying the communications response team;
- Activate the Public Information Officer (PIO) to act as a liaison between all activated members of the CERT;
- Provide leadership, supervision and direction of all Marketing and Communications activities during an emergency;
- Approve messages and materials upon consultation with the director of Emergency Operations;
- Determine who should be the spokesperson to deliver these messages to the internal and external audiences;
- Communicate decisions from the EOCG directly to the Public Information Officer and members of the communications response team;
- Provide communications counsel to senior administrators including briefing the president;
- Delegate the establishment of communications/media centres if necessary; and
- Other duties as outlined in the Emergency Communications Plan.

6.3.2.5 Responsibilities for the Manager of Information Communication Technologies

- Upon notification of the EOCG convening, set up the EOC in consultation, if necessary, with Computing and Communications;
- Enact the fan-out procedures;
- Ensure all necessary equipment (identified in Appendix E) is available in the emergency operations centre and assist with the set-up; and

6.3.2.6 Responsibilities of the Emergency Management Coordinator

- Provides strategic direction on Emergency Management All Hazards planning process;
- Provides consultation, recommends best practices, including the development of implementation and evaluation plan;

- Coordinates with members of the University community to ensure the comprehensive All Hazards plan is clearly written and approved by senior administration;
- Ensures the Emergency Management plan is clearly communicated, personnel are trained in Emergency Management protocols, in conjunction with the university community and under the direction the DEO/EMPG.
- Communicates the Marine Institute plan to community stakeholders;
- Provides overall analysis of threat impact and potential outcomes to EMG/EMPG to assist in decision making;
- Provides ongoing interpretation on the plan and advises the DEO/EMPG regarding standard operating procedures, mutual aid agreements and available internal/external resource experts;
- Provides direction for the initial set up of the EOC;
- Interfaces directly with the External Emergency Response agencies on behalf of DEO;
- Coordinates the debriefing of all personnel involved in exercises or response events;
- Manages the tracking of responses for lessons learned in updating the plan.

6.3.2.7 Responsibilities for the Administrative Assistant

- Ensure all necessary equipment (identified in Appendix E) is available in the emergency operations centre and assist with the set-up.
- Receive all general incoming calls and route them to appropriate personnel for action.
- Assist with the dissemination of all information originating from the EMG.
- Collates for the Office of Emergency Management all data from response activities for preparation of a post incident recovery report.
- Perform other emergency response duties as required.

6.3.2.8 Responsibilities for Scribe

- Log and record all minutes/briefings/decisions/and actions of all members of EOCG; and
- Ensure these records are filed with Office of Emergency Management upon closure of the EOCG.

6.3.2.9 Responsibilities for the MI Incident Commander

Incident commander will be appointed by the director of Emergency Operations based on the nature of the emergency and the skill set and knowledge required. The incident commander responsibilities are:

- Direct, control and co-ordinate the on-site emergency response;
- Report directly to and consult with the director of Emergency Operations on response tactics and the status of the response;
- Act as university support to external on-scene emergency response personnel once they assume responsibility for the event;
- Determine location and supervise the inner and outer perimeters of areas impacted by the emergency;
- Ensure security, access and egress to site if necessary;
- Maintain a written log of all decisions and action taken; and
- Perform other duties as required.

6.3.2.10 Responsibilities for the Safety Officer

These responsibilities will be performed by a person assigned by the Director of Health and Safety of Memorial University. The person assigned will depend on the nature and scope of the incident. The Safety Officer will:

- Provide safety oversight to the incident commander on-scene at the incident;
- Analyze any potential impact with regards to the health and safety mandate;
- Identify hazardous situations associated with the incident;
- Exercise emergency authority to stop and prevent unsafe activity on-scene;
- Investigate the accidents that may have occurred within the incident area;
- Assign other Health and Safety personnel as needed;
- Ensure expert advice is obtained for IC/DEO/EOCG regarding protective actions/personal protective equipment, exposure risks (physical, chemical, biological, electrical, radioactive) and recommend protective strategies;
- Make recommendations on areas requiring evacuations; and
- Maintain a written log of all decisions and actions taken.

6.3.2.11 Responsibilities for the Response Evaluator

- Act as an observer only; and

- Assist the EOCG with an independent evaluation of response activities.

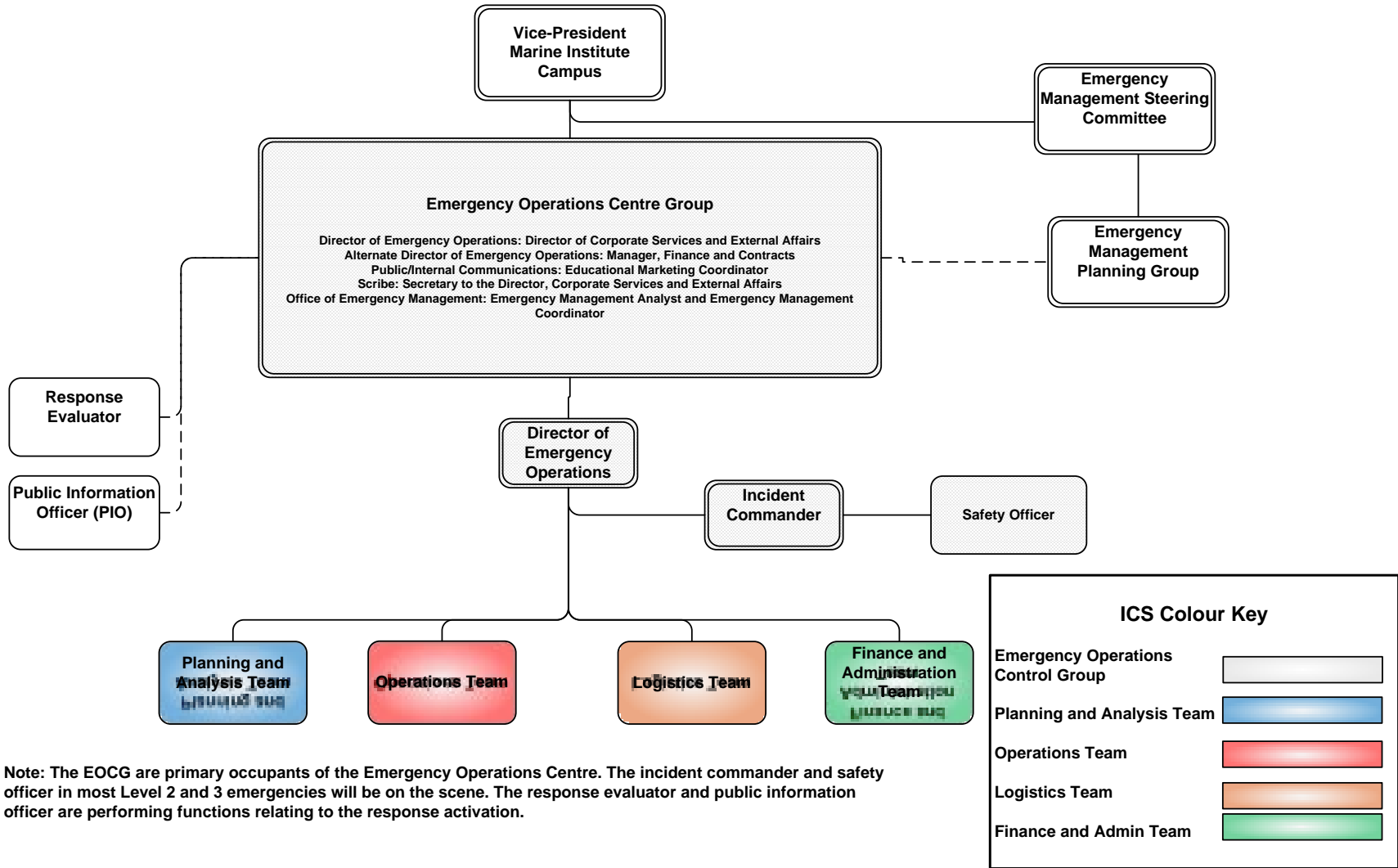
The above command team members will be identifiable during a response and/or exercise testing by wearing White Incident Command Vests. These vests will not only depict their response functions but provide their name and title of the position they occupy within the EOCG.

6.3.2.12 Responsibilities of Marine Institute First Responders

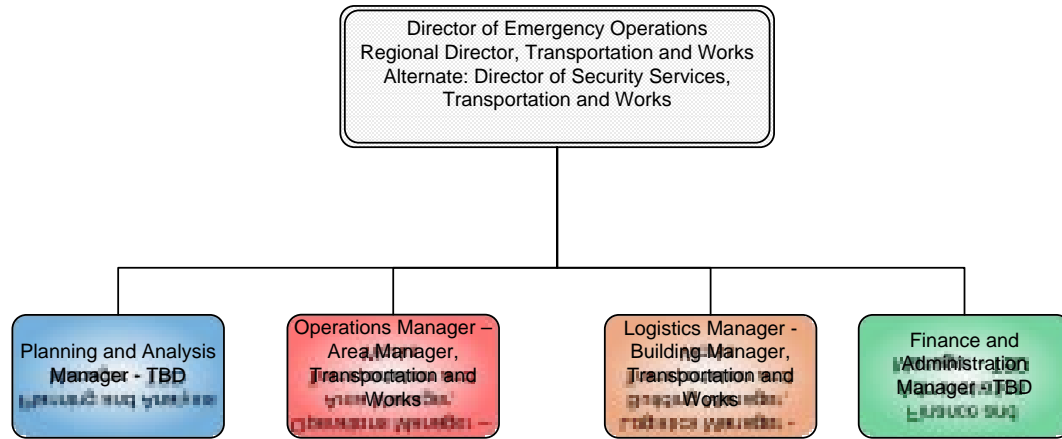
Managers who become aware of a potential threat will call 911 if necessary. Their primary responsibilities are:

- To assess the threat and provide information to Director of Emergency Operations who will determine level of response required.
- To ensure life and safety of people first, building infrastructure second and environment third.
- Assume responsibility to ensure safety until an Incident Commander is appointed.
- Ensure the scene is disturbed as little as possible to facilitate incident investigation.
- Submit accurate and detailed report at post-incident debriefings.
- Activate a level of the alert notification system.
- Request the support of Campus Enforcement and Patrol, St. John's Campus, if required.

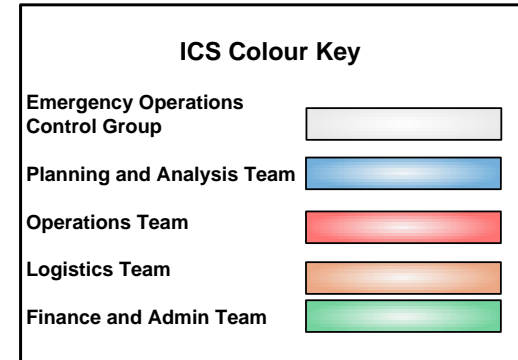
6.3.3 Marine Institute CERT Organizational Chart Part 1a – Joint Command



6.3.4 Marine Institute CERT Organizational Chart Part 1b– Joint Command



Note: The EOCG are primary occupants of the Emergency Operations Centre. The incident commander and safety officer in most Level 2 and 3 emergencies will be on the scene. The response evaluator and public information officer are performing functions relating to the response activation.



6.3.5 General Team

There are four functional areas of responsibility under the Incident Command System. These functional areas are planning and analysis, operations, logistics and finance and administration. Members representing these functional areas of the university, which will be required in a Level 2 or 3 response, will become general team members.

Members of these teams will provide expert knowledge, support and recommendations to either the director of Emergency Operations or the incident commander or their immediate academic/administrative head. When applicable, consultation will occur across the various functional team members. If a team leader is required to co-ordinate the activities and to bring forward the information to the DEO they will be appointed by the DEO.

These members are not required to be in the EOC, however they could be present in adjoining rooms or performing functions for their immediate supervisor at their primary office location or an alternate site. Some members may be required to be directly connected by phone/computer to the DEO (e.g. finance and administrative personnel). Likewise some members may need to be connected directly to the incident commander (e.g. operations personnel). Debriefings or a physical presence at the EOC may be required by the director of Emergency Operations at specific times depending on the nature and scope of the emergency and your assigned role in the response.

The generic responsibilities for each team depicted in the Marine Institute CERT Organizational Chart Part 2, Section 6.3.6, are as follows:

Planning and Analysis Team (Knowers/Thinkers): Responsible for the collection, monitoring, evaluation, co-ordination and dissemination of information about the development of the incident and the status of resources required to respond effectively. This includes conducting an impact assessment on academic and administrative programs and the university's infrastructure/systems, property, facilities and people (faculty/staff/students). Team members will need to: anticipate changes to threat impact; monitor which additional resources may be required; determine which facilities are needed; manage maps; and document the required response needed. This team will be responsible for completing an Incident Action Plan (IAP), found under the ICS forms in Appendix F, which will identify next steps and determine when normal day-to-day university operations can resume.

They will also ensure academic and/or administrative Business Continuity Plans and/or applicable functional sub-plans are activated (e.g. the

Emergency Animal Care Plan, the Emergency Housing, Food and Conference Services Plan, etc.).

Advice and guidance on the status of the emergency will be provided to both the incident commander and the director of Emergency Operations. These positions at the Marine Institute will be jointly managed by a person assigned by Transportation and Works and by the Marine Institute.

The Manager from Transportation and Works assigned to these sectional Roles/Responsibilities will independently determine functional responsibilities and/or delegation to other Transportation and Works Personnel.

This team, upon activation (and in exercise testing), will be identifiable by wearing Blue Incident Command System Vests.

Operations Team (Doers): Responsible for managing all incident specific operations of an emergency response. This team is responsible for: managing the tactical operations to reduce the immediate hazard; minimizing casualties and protecting property; establishing situational control; setting priorities; and monitoring site response. The objective of this team's work is to restore the Marine Institute as quickly as possible to normal conditions. The team is guided by the written or verbal Incident Action Plan developed by the planning and analysis team in co-ordination with the director of Emergency Operations, the EOCG, the incident commander, and general team leaders.

The Manager from Transportation and Works assigned to these sectional Roles/Responsibilities will independently determine functional responsibilities and/or delegation to other Transportation and Works Personnel.

This team, upon activation (and in exercise testing), will be identifiable by wearing Red Incident Command System Vests.

Logistics Team (Getters): Responsible for resource procurement including supplies, personnel, and material support necessary to conduct the emergency response. This could include: personnel callout; equipment acquisition including communications; equipment maintenance; obtaining shelter sites; providing transportation, food, and services for responders; and arranging vendors, etc.

The Manager from Transportation and Works assigned to these sectional Roles/Responsibilities will independently determine functional responsibilities and/or delegation to other Transportation and Works Personnel.

This team, upon activation (and in exercise testing), will be identifiable by wearing Orange Incident Command System Vests.

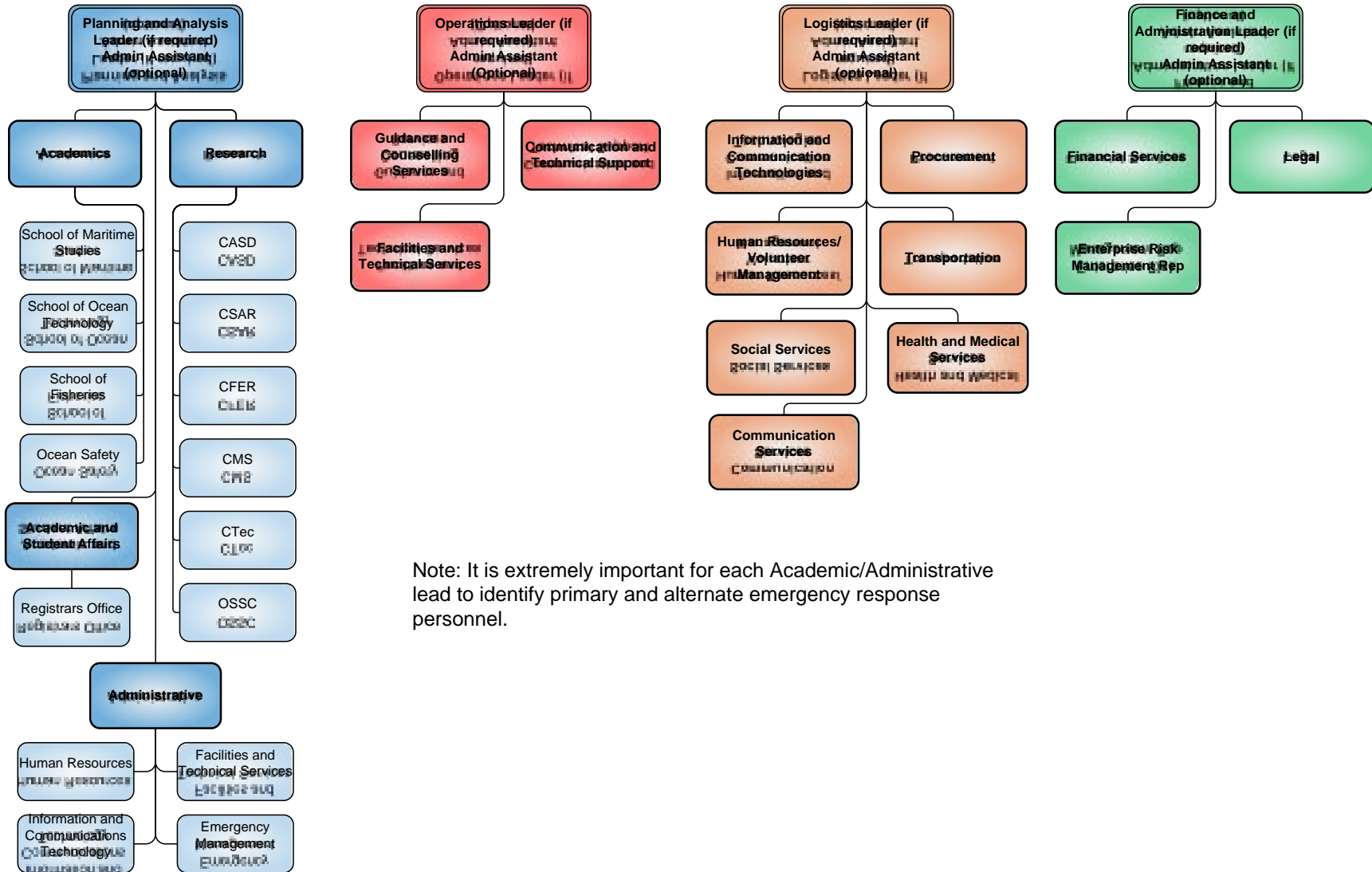
Finance and Administration Team (Payers): Responsible for: compensation claims; time keeping; liability and insurance coverage; purchase authorization for any purchases requested by other members of CERT; and financial assessment of damage to university infrastructure. These team members will document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting. These team members will activate any pertinent and necessary memoranda of understanding and enter into such agreements as necessary. These team members should have an extensive financial, legal, audit and risk knowledge of the university's policies, practices and procedures.

The Manager from Transportation and Works assigned to these sectional Roles/Responsibilities will independently determine functional responsibilities and/or delegation to other Transportation and Works Personnel.

This team, upon activation (and in exercise testing), will be identifiable by wearing Green Incident Command System Vests.

Clarity on specific team functions identified for personnel who will be assigned from academic/administrative entities of the university to work as members of the ICS General Team are contained in Appendix G (**not for public distribution**).

6.3.6 Marine Institute CERT Organizational Chart Part 2



Note: It is extremely important for each Academic/Administrative lead to identify primary and alternate emergency response personnel.

6.3.7 Campus Emergency Response Team (CERT)

CERT will perform all assigned duties and responsibilities with specific levels of authority to make prompt response decisions and/or recommend actions to be taken to mitigate any further potential impact from the emergency. CERT will work collaboratively together in fulfilling the response functions. The organizational structure depicted in the charts does not represent the hierarchical reporting structure of the Marine Institute, however, certain responses may require the assignment of team leaders to co-ordinate the information flow back to the incident commander and/or DEO.

All responsibilities have been assigned based on functional response requirements and are critical to a successful response. Some emergencies will necessitate that some or all members of CERT provide support functions as opposed to leading or managing the on-scene response efforts. The latter will once again, depend on the type, nature and scope of the event (e.g. a major fire/explosion which response will be lead by municipal fire authorities). The Marine Institute EOC could still be activated to manage the support requirements and respond effectively to the internal impact from a university-wide perspective. In such cases there could be a need for unified command under the ICS model.

6.4 Notification/Alerting Procedures

The Emergency Communications Plan outlines the stakeholder audience groups the University will need to communicate with during an emergency, and the methods by which these persons could be notified. A full list of the stakeholders and communication methods can be found in Appendix K (Marine Institute Emergency Communications Plan). Please note: Transportation and Works will utilize their own communications strategy for notification and response.

Depending on the nature/scope of the emergency, persons will be authorized to initiate the applicable emergency notification system within the campus. Predetermined (general holding messages) have been prepared by the Educational Marketing Coordinator to assist with speedy mobilization of communicating to the University community. For specific detailed messages relating to specific threats please refer to the Marine Institute's Emergency Communications Plan (Appendix K).

6.5 Activation of Campus Emergency Response Team (CERT)

Upon Level 2 and Level 3 activation of this plan, Incident Commanders will be identified by the Directors of Emergency Operations and will be assigned depending on the type of emergency and skill sets required. This would follow an

assessment by the First Responders and/or required departments following applicable regulations and standards.

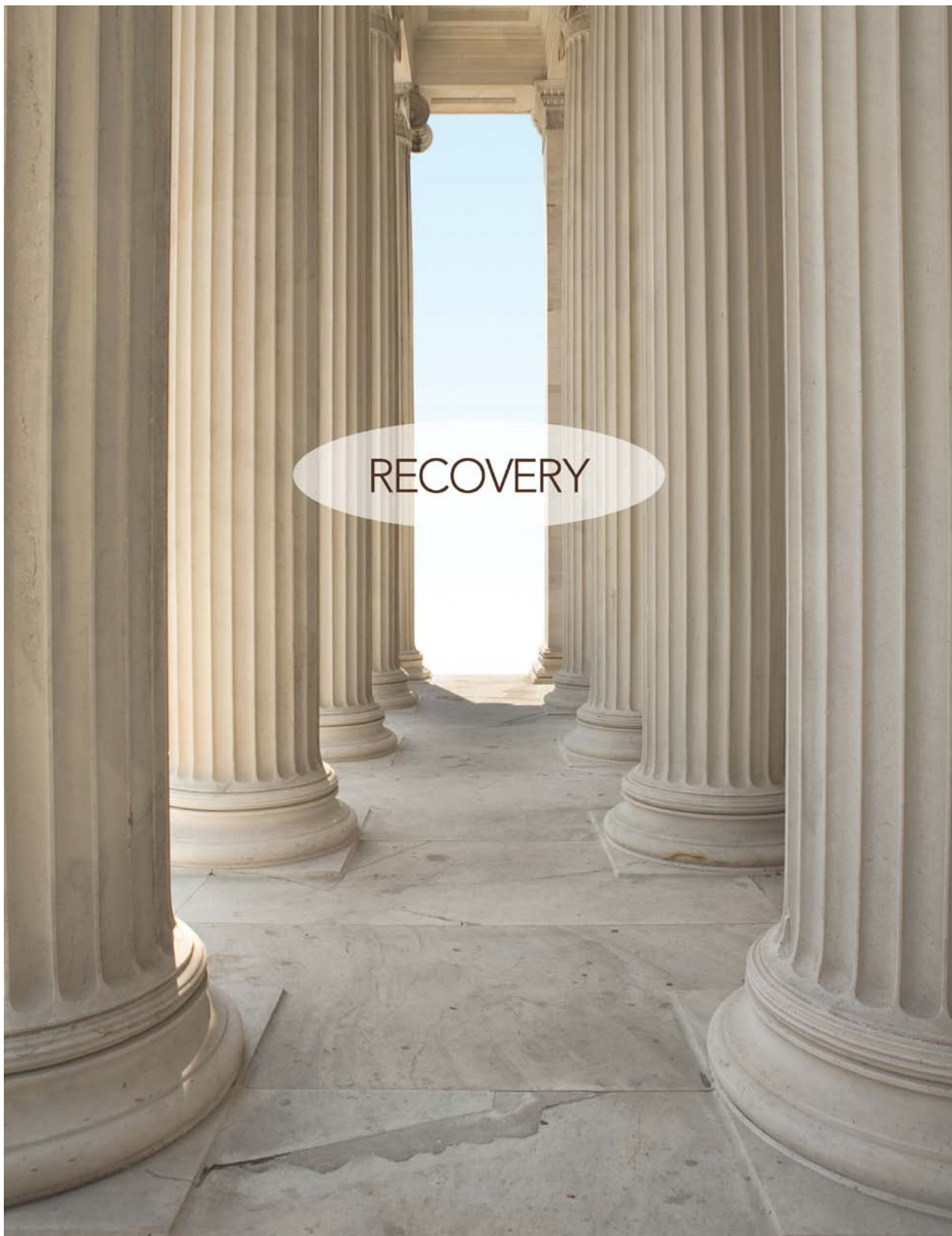
The Directors of Emergency Operations under this Joint Command Model, will assess the incident and potential impact, determine who will become activated and assign the appropriate ICS functionality to their responsibility under the general team guidelines identified in 6.3.5.

For contact information and fan-out procedures of CERT for the Marine Institute Personnel, please refer to Appendix A. This appendix is **confidential and not for distribution**.

6.6 Emergency Operations Centre (EOC)

The EOC serves as a centre for the Emergency Management Group (EMG), to control emergency response operations. Decisions are made at this site in response to information provided by the Incident Commanders to the Directors of Emergency Operations, who remain in the EOC with key university, Transportation and Works communications personnel, and emergency management personnel, who have the necessary authority to engage external stakeholders. They also have the authority to make decisions on behalf of the vice-president of the Marine Institute campus and the Minister of Transportation and Works or designate. The centre will become operational for Level 2 and Level 3 emergencies only. Please see Appendix E (**Not for Distribution**) for primary and secondary site locations.

Further specifics with respect to the media centre and the roles and responsibilities of personnel to establish and operate from a media centre are contained in the Emergency Communications Plan. See Appendix K – **Not for Distribution**.



RECOVERY

7.0 Recovery Strategies

7.1 Introduction

The mandate of CERT is to ensure that university operations are restored as quickly as possible with the co-operation, support and assistance of all staff and faculty.

The post-incident recovery process begins long before the crisis has been resolved – CERT should make it a priority to restore regular operations even while response operations are still ongoing.

The university will ensure services and programs are in place to address

- the psychological and emotional impact that emergencies could have on the campus community;
- the business and academic impact;
- community impact; and
- litigation and insurance issues.

The Office of Emergency Management will co-ordinate a post-incident review which will involve incorporating lessons learned back in to this emergency plan, an overall responsibility of the MIEMPG.

7.2 Psychological/Emotional Impact

Emergencies impact on the health and well-being of individuals differently. Some individuals at the Marine Institute are resilient and can cope with the effects of an event very quickly and in some instances can volunteer and assist in the response/recovery process. Other individuals may experience immediate and/or delayed reactions to the event. Some of the psychological/emotional outcomes could include:

- Critical Incident Stress;
- Disruption of normal learning/teaching process;
- Disruption of research process;
- Reaction to loss of employment due to damage to work area; and
- Death of a colleague, friend or student.

The Marine Institute is committed to ensure that students, staff, faculty and clients are kept well informed as response activities are underway in an effort to mitigate any negative long-lasting effects and to ensure psychosocial services are available to meet their needs.

The campus can deliver information sessions on the event and any long-term implications; debrief specialized groups regarding impact; and arrange individual counseling and referrals for mental health issues if necessary. In this regard, the university can access several counselors, a psychiatrist, psychologist (via Student

Affairs and Services) and the Employee Assistance Program (via Human Resources).

7.3 Operational Impact

An emergency may adversely affect any operations of the Marine Institute including interruption to teaching and research, damage to buildings and infrastructure, and/or academic and administrative work capability.

Building and facility clean up, if necessary, will occur as quickly as possible. The clean up will be coordinated through Transportation and Works and Marine and Technical Services, as indicated in sections 6.3.3, 6.3.4 and 6.3.6 CERT Organizational Charts. If there is a fatality on campus or a crime has been committed, it will be necessary to wait for the applicable police force to complete their investigation of the scene. Recovery activities will be undertaken after the proper authorities (e.g. police, fire, insurance, etc.) have finished their investigation(s).

With respect to rescheduling academic activities and resumption of research, the Emergency Operations Centre Group, the vice-president (Marine Institute campus), and the Marine Institute Registrar in consultation with the president and appropriate dean/directors will determine the course of action relating to students, faculty/staff notification, closures, and if required, in consultation with Transportation and Works, the reassignment of physical space. The involvement of Senate will occur should it be required (e.g. class exam deferment).

The communications personnel, including Transportation and Works, will be responsible for notifying the internal and external communities of resumption of academic, non-academic and/or community activities as per the Emergency Communications Plan.

7.4 Community Impact

There could be a need for the Marine Institute to reach out to the community for assistance to recover from an emergency, for example, in the area of infrastructure repair, telecommunications, psychosocial and medical services, housing support and food services.

If the emergency extends beyond the campus community but was caused by an activity on campus, the educational marketing coordinator, following consultation with the DEO and the vice-president (Marine Institute) will ensure that a meeting occurs with any neighbours/stakeholders who were impacted. This meeting will inform them of the cause, the steps the Marine Institute and Transportation and Works will take to repair damages, to clean up debris, and the Marine Institute's strategies to mitigate the short- and long-term impact.

Some of the university's facilities could also be in use by the general public and/or community agencies. These stakeholders will be contacted by academic and/or administrative office personnel or Marketing and Communications personnel should these services no longer be available or be terminated for a period of time.

7.5 Litigation/Insurance Issues

Enterprise Risk Management Office, physically located at the St. John's Campus of Memorial University, is responsible for overseeing all insurance programs for the Marine Institute's programs and thus will be responsible to recover any losses experienced by the Institute in the event of an emergency. This will be accomplished either through the university's insurance program or through recovery from third party claims and by working closely with our university legal counsel.

The Marine Institute is covered by Memorial University's Insurance policies. The building and any building assets would be covered under the provincial insurance plan via the Department of Transportation and Works.

There will be a requirement for the Enterprise Risk Management Office and/or the Department of Transportation and Works to conduct a damage assessment in conjunction with personnel from the Institute who have responsibility for the day to day business functions and/or have been impacted or affected by the event. Once the damage assessment has been completed and repair costs determined, the repairs will be carried out under applicable procedures and made payable by respective party.

The Enterprise Risk Management Office and/or the Department of Transportation and Works will work with all persons involved to facilitate insurance recovery either through applicable insurance programs or third party recovery, including Disaster Financial Assistance Arrangements (DFAA) via the applicable municipality and the province.

7.6 Post-Incident Review

The Marine Institute will conduct a review only in a Level 2 or Level 3 emergency situation. This review will be the responsibility of the director of the Emergency Operations Centre and will be co-ordinated by the Office of Emergency Management and the evaluator.

The post incident review will involve a hotwash immediately following the incident with appropriate members of CERT, and a larger debriefing following recovery which could include all members of CERT and our external partners.

The debrief will be organized by the Office of Emergency Management.

All recorded activities, documentation, and reports need to be submitted to the Office of Emergency Management within an appropriate timeframe following an incident. This will depend upon the nature and scope of the emergency. These records will be analyzed by the emergency management coordinator in collaboration with the evaluator and a Post-Incident Recovery Report will be prepared for the Marine Institute Emergency Management Planning Group and the director of emergency operations. Lessons learned and recommendations for the modification/revision of the current Emergency Management Plan will be identified and these recommendations will be provided to the Emergency Management Steering Committee for approval.

If there are any issues outstanding from this report, the Emergency Management Steering Committee will assign that issue to the appropriate academic or administrative offices of the Marine Institute for follow-up and/or resolution.

8.0 Maintenance/Distribution Logs

The distribution, control and maintenance of emergency planning documents, including appendices and sub-plans, is the responsibility of the Office of Emergency Management.

Appendix I - provides for the revisions to the emergency plan and/or any of its policies/procedures.

Appendix J - identifies replacement dates, removal dates of any changes and insertion of any new policies/procedures to the plan.

Appendix K - records the distribution list of all persons having a copy of the manual.

9.0 Appendices

Appendix A	Marine Institute Emergency Notification Contact Information – Not for Distribution
Appendix B	Campus Profile
Appendix C	Marine Institute and Campus Enforcement and Patrol MOU – Not for Distribution
Appendix D	Hazard Analysis
Appendix E	Emergency Operations Centre – Not for Distribution
Appendix F	ICS Forms
Appendix G	Specific ICS Position Descriptions – Not for Distribution
Appendix H	Plan Revision Request Forms
Appendix I	Plan Revision List Form
Appendix J	Plan Distribution List Form
Appendix K	Emergency Communications Plan – Not for Distribution
Appendix L	Threat Specific Functional Sub-Plans – Not for Distribution
L.1	Active Intruder Protocol – Not for Distribution
L.2	Theft – Not for Distribution
L.3	Flooding – Not for Distribution
L.4	Severe Weather – Not for Distribution
L.5	Hacking – Not for Distribution
L.6	Computer Virus – Not for Distribution
L.7	Explosions/Fire – Not for Distribution
L.8	Hazardous Materials (Fixed Site) – Not for Distribution
L.9	Forest Fire – Not for Distribution
L.10	Power Outage – Not for Distribution
Appendix M	Related Documents – Not for Distribution
Appendix N	Reference Sources

Appendix A Marine Institute Alert Notification Contact Information NOT FOR DISTRIBUTION

Appendix B Campus Profile

Physical Description:

- Location: 155 Ridge Road, St. John's, Newfoundland and Labrador
Latitude: 47.585935 Longitude: 52.736772
- 24 classrooms

Community/Population Base: (as of November 2011)

- Students: 1084
- All Employees (including faculty): 421
 - Managerial and Non-Bargaining: 38
 - Instructors, R&T, MUNFA: 251
 - Support Staff: 132
 - Permanent: 253
 - Contractual: 168

Marine Institute Buildings and Vessels	
Marine Institute	155 Ridge Road, St. John's
Offshore Safety and Survival Centre	455 Incinerator Rd, Foxtrap, NL Latitude: 47 degrees 26' 20" North Longitude: 52 degrees 59' 47" West
Southside Marine Base	Pier 25, Southside Road, St. John's
Holyrood Marine Base	Northside Road, Holyrood
Safety and Emergency Response Training Centre	7 Tennessee Road, Stephenville
Lewisporte Regional Fisheries and Marine Centre	Dietrac Building, 82 Premier Drive, Lewisporte
Vessels	
MV Anne S. Pierce	Contact Marine Services for current location
Gecko II	Contact Marine services for current location
MV Atlanticat	Contact Marine Services for current location

Schools and Industrial Centres
<p>School of Fisheries</p> <ul style="list-style-type: none"> • Centre for Sustainable Aquatic Resources • Centre for Aquaculture and Seafood Development • Centre for Fisheries Ecosystems Research <p>School of Maritime Studies</p> <ul style="list-style-type: none"> • Offshore Safety and Survival Centre • Safety and Emergency Response Training Centre • Centre for Marine Simulation <p>School of Ocean Technology</p> <ul style="list-style-type: none"> • Centre for Applied Ocean Technology

Offices of the Marine Institute

- Office of the Vice-President, Memorial University of Newfoundland (Marine Institute)
- Office of Research and Development
- MI International
- Quality Office
- Corporate Services and External Affairs
 - Human Resources
 - Finance and Contracts
 - Cafeteria and Seminar Services
 - Marine Services
 - Facilities and Technical Services
 - Information and Communications Technologies
 - Marketing and Business Development
- Division of Academic and Student Affairs
 - Dr. C.R. Barrett Library
 - Student Affairs
 - Student Recruitment
 - Guidance
 - Recreation and Fitness Office
 - Placement Office
 - Office of the Registrar
 - Curriculum Instructional Design Team

Separately Incorporated Entities	Agencies	Other Occupants
Canadian Centre for Fisheries Innovation	NAPE	NRC-IRAP Canadian Forces Naval Engineering School (CFNES) St. John's
	MUNFA	Transportation and Works
	MISU	

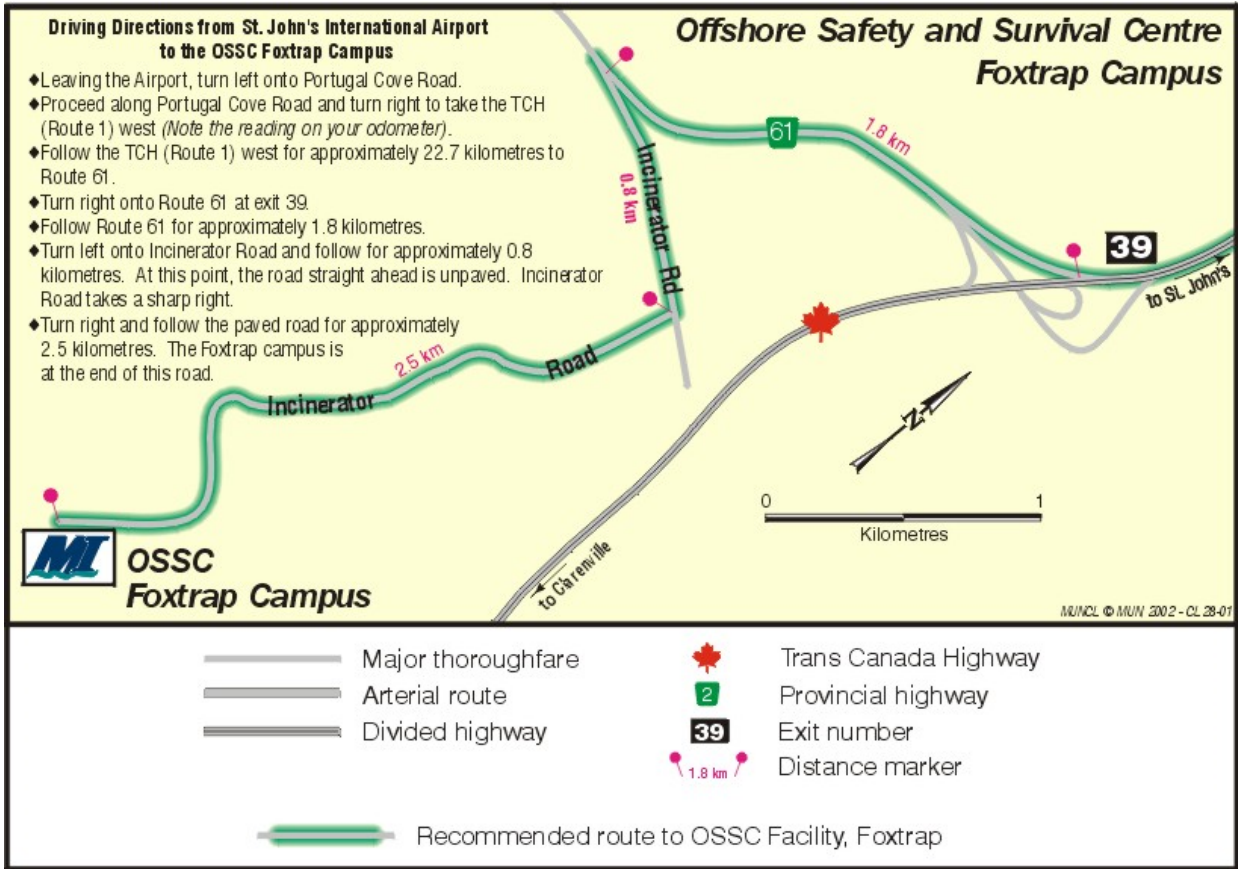
MAPS

Marine Institute Ridge Road Campus



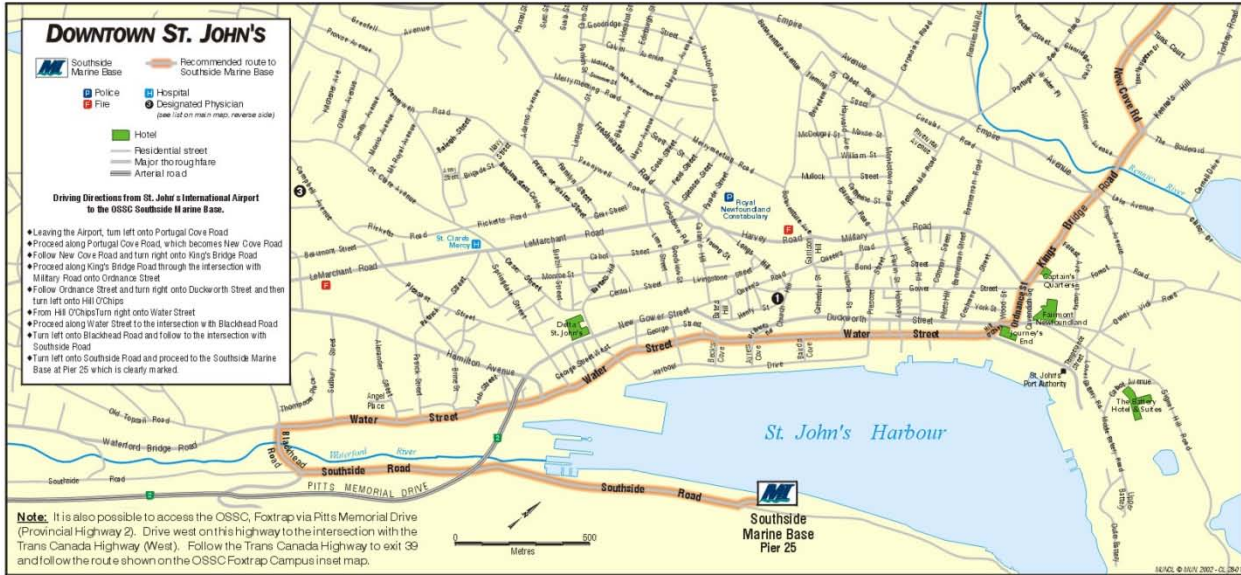
Offshore Safety and Survival Centre



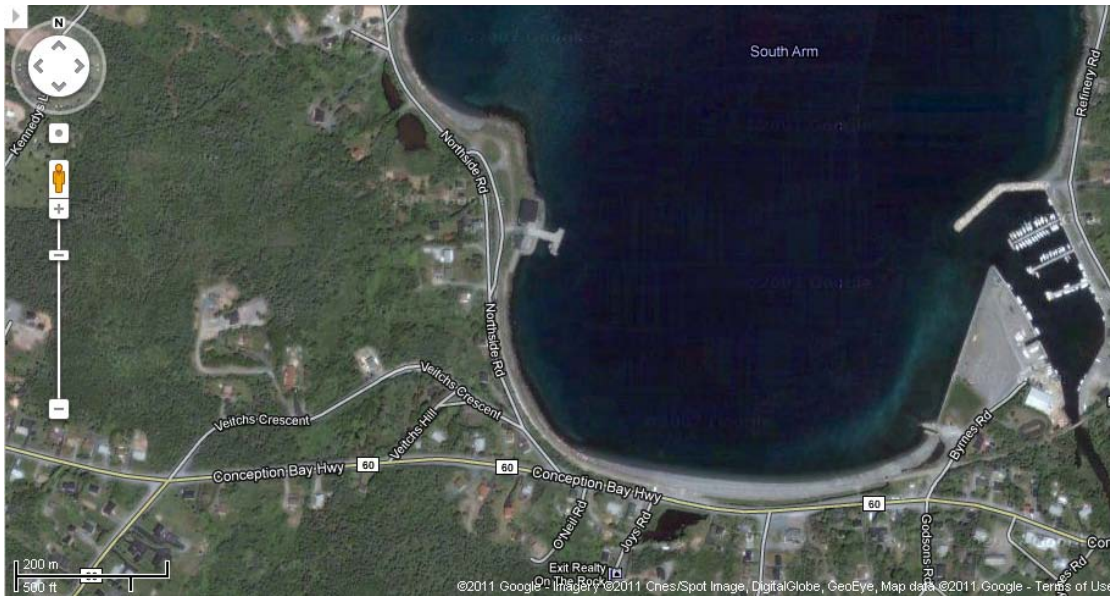


Southside Marine Base





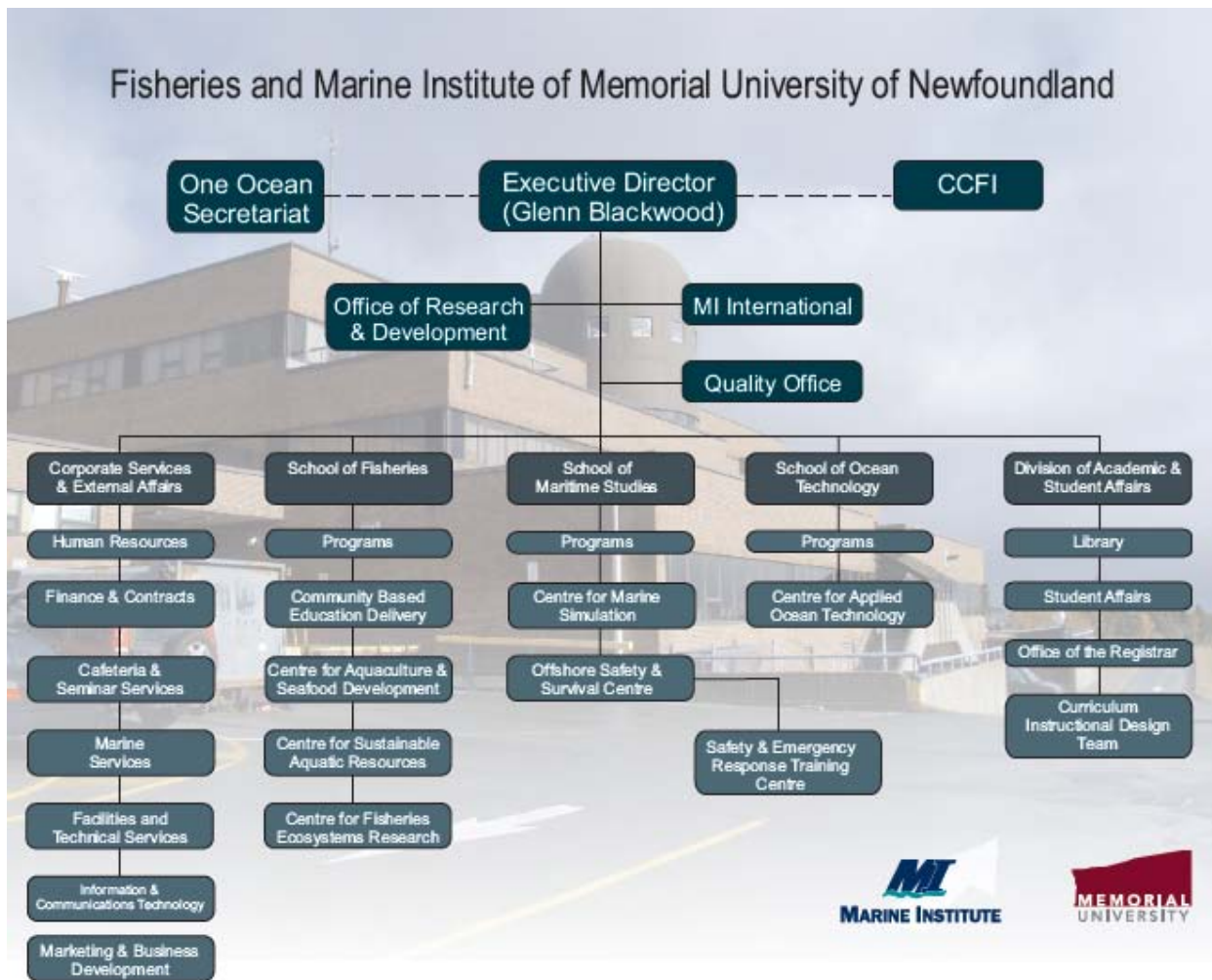
Holyrood Marine Base



Lewisporte Regional Fisheries and Marine Centre



Administrative and Academic Organizational Chart (November 2011)



Marine Institute Diary for Academic Year 2010-2011

**Joint Diploma/Bachelor of Technology
Diploma of Technology
Technician Diploma
Post-Graduate Certificate
Advanced Diploma
Technical Certificates**

The Fisheries and Marine Institute of Memorial University of Newfoundland reserves the right to change the following dates:

FALL SEMESTER 2011

August 1, 2011, Monday	Registration begins online (7:00 P.M.) - Fall Term for Joint Diploma/Bachelor of Technology, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate Programs and Marine Engineering Work Term three (3) Students who have been accepted and conditionally accepted into programs requiring the submission of medicals will not be permitted to register for classes unless satisfactory copies of the required medicals have been received by the Registrar's Office.
August 15, 2011, Monday	Start date - bridge training for Advanced Standing Mechanical stream students in Term three (3), Rov Technician Diploma
August 26, 2011, Friday	Registration deadline - Work Term three (3) Marine Engineering
August 29, 2011, Monday	Registration deadline and fees payment deadline for Technical Certificates Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Late Registration fees will apply after this deadline
August 30, 2011, Tuesday	Start of Safety Training - Offshore Steel Fabrication Technical Certificate
September 3, 2010, Friday	End date - Safety training - Offshore Steel Fabrication Technical Certificate End date - bridge training for Advanced Standing Mechanical stream students in Term three (3), ROV Technician Diploma
September 5, 2011, Monday	No Classes - Labour Day
September 6, 2011, Tuesday	Orientation Activities - First year Joint Diploma/Degree, Technology and Technician Diploma students Orientation Activities - Technical Certificates Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Registration Deadline - Fall Term for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate students Late registration fees will apply after this date.
September 7, 2011, Wednesday	Classes Start - Fall Semester for all Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate, and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Start date of Work Term three (3) - Marine Engineering Fees Payment Deadline - Fall Term
September 9, 2011, Friday	Last day to apply for Supplementary Exams for Technical Session & Summer Semester courses and Challenge Exams for Fall Semester
September 15, 2011, Thursday	Start date - Supplementary and Deferred Exams for Technical Session and Summer Semester courses and Challenge Exams for Fall Semester
September 16, 2011, Friday	End date - Supplementary and Deferred Exams for Technical Session and Summer semester courses and Challenge Exams for Fall Semester
September 21, 2011, Wednesday	Last date for students to add courses in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch Marine Diesel Mechanics and

Offshore Steel Fabrication programs for Fall 2011 semester.
Last day to opt out of health and/or dental insurance in the Fall semester
Last date - students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs to drop courses and receive a 100% refund of tuition fees and student union fees for the Fall, 2011 Semester.

No Student Union fees will be refunded after this date.

September 23, 2011, Friday	Last date - students in Joint Diploma/Degree, Diploma, and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs to apply for Fall scholarships
September 28, 2011, Wednesday	Last date - students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs to drop courses and receive 50% refund of tuition fees for Fall Semester
September 30, 2011, Friday	Last date to Apply for Credit Transfers and Examination Re-reads for the 2010/2011 Technical Session and Summer Semester
October 5, 2011, Wednesday	Last date - students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs to receive 25% refund of tuition fees for the Fall Semester. (no refunds will be granted to students in Fall Semester Programs after this date.)
October 10, 2011, Monday	No Classes - Thanksgiving Day
October 11, 2011, Tuesday	Start date - Semester one (1), Technical Certificate in Harvesting
October 12, 2011, Wednesday	Classes follow Monday's Schedule
October 18, 2011, Tuesday	Last date - students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch, Marine Diesel and Offshore Steel Fabrication (except for first time students in the primary term of technology and technician diploma programs) to drop courses without academic prejudice.
November 1, 2011, Tuesday	Last date - first time students in the first term of joint diploma/degree, technology and technician diploma programs, to drop courses without academic prejudice.
November 11, 2011, Friday	No Classes - Remembrance Day
November 16, 2011, Wednesday	Scholarship Presentations
November 17, 2011, Thursday	Classes follow Friday's Schedule
November 28, 2011, Monday	Registration begins for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate, and Technical Certificate students registering in the Winter 2012 Semester
December 8, 2011, Thursday	Classes end - Fall Semester for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs
December 9, 2011, Friday	No Classes - Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs
December 12, 2011, Monday	Exams begin - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs
December 16, 2011, Friday	Exams end - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs End date - Marine Engineering Work Term three (3)

WINTER SEMESTER 2012

January 2, 2012, Monday	No Classes Registration Deadline - Winter Term for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate, Technical Certificate - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs Late Registration fees will apply after this date
January 3, 2012, Tuesday	Classes start - Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs Start date - Work Term two (2), Marine Engineering Fees Payment Deadline - Winter Term
January 5, 2012, Thursday	Last day to apply for Supplementary Exams for Fall Semester courses and Challenge Exams for Winter Semester
January 12, 2012, Thursday	Supplementary, Deferred and Challenge Exams Start
January 13, 2012, Friday	Supplementary, Deferred and Challenge Exams End
January 17, 2012, Tuesday	Last date - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Bridge Watch, Marine Diesel Mechanics and Offshore Steel Fabrication Programs to add courses for the Winter Semester Last date to opt out of health/dental insurance in the Winter Semester Last date - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication Programs to drop courses and receive 100% refund of tuition fees and student union fees for the Winter Semester No student union fees will be refunded after this date
January 20, 2012, Friday	End date - Semester one (1), Technical Certificate in Harvesting Registration Deadline - Semester two (2), Technical Certificate in Harvesting Last date to apply for Scholarships for Winter Semester
January 23, 2012, Monday	Start date - Semester two (2), Technical Certificate in Harvesting
January 24, 2012, Tuesday	Last date - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication Programs to drop courses and receive 50% refund of tuition fees for Winter Semester
January 27, 2012, Friday	Classes end - Bridge Watch Technical Certificate Last day to apply for Examination Re-reads of Fall 2011 exams Last date to apply for Credit Transfer
January 30, 2012, Monday	Safety Training begins - Bridge Watch Technical Certificate
January 31, 2012, Tuesday	Last date - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication Programs to drop courses and receive 25% refund of tuition fees (No refunds will be granted to students in Winter Semester Programs after this date.)
February 13, 2012, Monday	Last date - Students in Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication Programs, (except for first time students in the First Term of Joint Diploma/Degree, Technology and Technician Diploma Programs) , to drop courses without academic prejudice
February 24, 2012, Friday	Safety Training ends - Bridge Watch Technical Certificate

February 27, 2012, Monday	Work Term begins - Bridge Watch Technical Certificate Last date - first time students in the first term of Joint Diploma/Degree, Technology and Technician diploma programs, to drop courses without academic prejudice.
March 12, 2012, Monday	No Classes - Mid-March Holiday (St. Patrick's Day) (tentative)
March 13, 2012, Tuesday	Classes follow Monday's schedule
March 14, 2012, Wednesday	Last date to apply for Graduation in June, 2012
March 16, 2012, Friday	End date - Semester two (2), Technical Certificate in Harvesting
March 22, 2012, Thursday	Scholarship Presentations
April 2, 2012, Monday	Registration period begins for Joint Diploma/Degree, Diploma, Advanced Diploma, and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication students registering in Technical Session, Summer Semester, Safety Training and Work Terms
April 3, 2012, Tuesday	Classes end - Winter Semester for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates Programs
April 4, 2012, Wednesday	No Classes - Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication Programs
April 5, 2012, Thursday	Exams begin - Winter term for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate Programs
April 6, 2012, Friday	No Classes/Exams - Good Friday
April 9, 2012, Monday	No Classes/Exams - Easter Holiday
	TECHNICAL SESSION AND SUMMER SEMESTER 2012
April 13, 2012, Friday	Exams end - Winter term for Joint Diploma/Degree, Diploma, Advanced Diploma, Post-Graduate Certificate and Technical Certificate Programs Registration deadline - Technical Session, Summer Semester and Safety Training for Joint Diploma/Degree, Diploma, Advanced Diploma and Technical Certificates - Marine Diesel Mechanics and Offshore Steel Fabrication programs Registration deadline - Work Terms for Diplomas, Advanced Diplomas and Technical Certificate Programs Late Registration fees apply after this deadline End date - Work Term two (2) - Marine Engineering Last date to add courses fro Technical Sessions
April 16, 2012, Monday	Start date - Technical Session three (3) Nautical Science Start date - Safety Training for Marine Diesel Mechanics Start date - FDTE 2118 (Canned Foods and Thermal Processing) - Advanced Diploma in Food Safety Start date - AQUA 4110 (Aquaculture Cage Design and Maintenance) and SFTY 2102 (MED A3), SFTY 1101 (Marine Basic First Aid) and Boat Handling for the Advanced Diploma in Sustainable Aquaculture Program
April 20, 2012, Friday	End date - FDTE 2118 (Canned Foods and Thermal Processing) - Advanced Diploma in Food Safety End of Semester - Advanced Diploma in Food Safety
April 23, 2012, Monday	Start Date - Work Term two (2) for Marine Environmental Start date of Technical Session for students in Joint Diploma/Degree, Diploma Programs (other than those which started April 16) and the Advanced Diplomas in Water Quality and Integrated Coastal and Ocean Management

April 23, 2012, Monday	<p>Start date - Summer Term - Marine Engineering, Term six (6); Marine Engineering Technician Training Program (METTP), Terms two (2) and four (4); Electro-mechanical Technician Training Program (EMT), Terms two (2) and four (4); and Electronics Engineering Technician Training Program (EET), Terms two (2) and four (4)</p> <p>Start date - Technical Session Offshore Steel Fabrication</p> <p>Start date - Safety Training for Advanced Marine Engineering</p> <p>Start date - FDTE 2118 (Canned Foods and Thermal Processing) - Joint Diploma/Bachelor of Food Technology</p>
April 26, 2012, Thursday	<p>Last date to apply for Supplementary and Deferred Exams for Winter Semester courses and Challenge Exams for Technical Session</p>
April 27, 2012, Friday	<p>End date - Work Term - Bridge Watch Technical Certificate</p> <p>End date - FDTE 2118 (Canned Foods and Thermal Processing) - Joint Diploma/Bachelor of Food Technology</p>
April 30, 2012, Monday	<p>Start date - FDTE 3104 (Writing and Implementing a QMP) - Joint Diploma/Bachelor of Food Technology</p> <p>Start date - Work Term for Advanced Diploma in Food Safety and Work Term 2 (WKTM 3301) for Joint Diploma/Bachelor of Food Technology</p>
May 2, 2012, Wednesday	<p>End date - AQUA 4110 (Aquaculture Cage Design and Maintenance), and SFTY 2102 (MED A3), SFTY 1101 (Marine Basic First Aid), Boat Handling for the Advanced Diploma in Sustainable Aquaculture program</p> <p>End of Winter Semester - Advanced Diploma in sustainable Aquaculture</p> <p>End date - FDTE 3104 (Writing and Implementing a QMP) - Joint Diploma/Bachelor of Food Technology</p>
May 3, 2012, Thursday	<p>Supplementary, Deferred and Challenge Examinations begin</p> <p>Start date - FDTE 3103 (Developing a HACCP Plan) - Joint Diploma/Bachelor of Food Technology</p>
May 4, 2012, Friday	<p>Supplementary, Deferred and Challenge Examinations end</p> <p>End date - FDTE 3103 (Developing a HACCP Plan) - Joint Diploma/Bachelor of Food Technology</p>
May 7, 2012, Monday	<p>Start date - FDTE 3102 (FSEP/HACCP) - Joint Diploma/Bachelor of Food Technology and Advanced Diploma in Water Quality</p> <p>Last date to add courses for Summer Term - Marine Engineering, Term six (6); Marine Engineering Technician Training Program (METTP), Terms two (2) and four (4); Electro-mechanical Technician Training Program (EMT), Terms two (2) and four (4); and Electronics Engineering Technician Training Program (EET), Terms two (2) and four (4)</p> <p>Last date - students in Diploma programs to drop courses and receive a 100% refund of tuition fees and student union fees for the Summer 2012 Semester.</p> <p>No student union fees will be refunded after this date</p>
May 9, 2012, Wednesday	<p>End date - FDTE 3102 (FSEP/HACCP) - Joint Diploma/Bachelor of Food Technology and Advanced Diploma in Water Quality</p> <p>End date - Technical Session two (2) - Joint Diploma/Bachelor of Food Technology</p>
May 14, 2012, Monday	<p>Start date - Work term for Advanced Diploma in Sustainable Aquaculture and Work term one (1) WKTM 2107) - Joint Diploma/Bachelor of Food Technology</p> <p>Last date - students in Diploma programs to drop courses and receive a 50% refund of tuition fees the Summer 2012 Semester</p>
May 18, 2012, Friday	<p>End date - Work Term two (2) - Marine Environmental</p> <p>End date - Technical Session two (2) - Nautical Science</p> <p>Last date to apply for Credit Transfer</p> <p>Last date to apply for Examination Re-reads for Winter 2012 exams</p>
May 21, 2012, Monday	<p>No Classes - Commonwealth Day (tentative)</p>

May 22, 2012, Tuesday	Classes Follow Monday's Schedule Last day - students in Diploma programs to drop courses and receive a 25% refund of tuition fees for the Summer 2012 Semester. (No refunds will be granted to students in Summer Semester Programs after this date)
May 25, 2012, Friday	End date - Technical Sessions one (1), two (2) and three (3) - Naval Architecture End date - Technical Sessions one (1), two (2) and three (3) - Marine Engineering Systems Design End date - Technical Session one (1), two (2) and three (3) - Ocean Instrumentation Technology End date - Technical Session one (1) and two (2) - Ocean Mapping End date - Technical Session one (1) - ROV Technician Diploma End date - Safety Training for Advanced Marine Engineering End date - Technical Session - Offshore Steel Fabrication Last date - students in Diploma Programs to drop courses in the Summer Semester without academic prejudice
May 28, 2012, Monday	Start date - Sea Phase two (2) Nautical Science
June 1, 2012, Friday	End Date - Technical Session two (2) ROV Technician Diploma End date - Technical Session Advanced Diploma in Water Quality and Advanced Diploma in Integrated Coastal and Ocean Management Safety Training Ends - Marine Diesel Mechanics
June 4, 2012, Monday	Start date - Work Term - Technical Certificate Offshore Steel Fabrication
June 8, 2012, Friday	End date - Technical Session one (1) and two (2) - Marine Environmental Technology End date - Technical Session three (3) - Nautical Science - Groups one (1) and three (3)
June 11, 2012, Monday	Start date - Work Term - Technical Certificate Marine Diesel Mechanics Start date - Work Term - ROV Technician Diploma Start date - Work Term - Advanced Diploma in Water Quality and Advanced Diploma in Integrated Coastal and Ocean Management and Marine Environmental Work Term one (1)
June 15, 2012, Friday	End date - Work Term - Offshore Steel Fabrication End date - Technical Session one (1) - Nautical Science, Food Technology, and Marine Engineering End date - Technical Session two (2) - Marine Engineering Technology
June 15, 2012, Friday	Graduation
June 18, 2012, Monday	Start date - Sea Phase one (1) - Nautical Science Start date - Work Term one (1) - Marine Engineering Technology
June 22, 2012, Friday	End date - Technical Session three (3) Nautical Science - Group four (4)
June 25, 2012, Monday	No Classes - Discovery Day (tentative)
June 27, 2012, Wednesday	Classes follow Monday's schedule
July 2, 2012, Monday	No Classes - Holiday in Observance of Memorial Day/Canada Day
July 5, 2012, Thursday	Classes follow Monday's schedule
July 9, 2012, Monday	No Classes - Mid-July Holiday (tentative)
July 26, 2012, Thursday	Classes end Summer Semester METTP Term two (2) and four (4); EMT and EET Terms two (2) and four (4), and Marine Engineering Term six (6)
July 27, 2012, Friday	No Classes
July 30, 2012, Monday	Exams Begin - METTP Term two (2) and four (4); EMT and EET Terms two (2) and four (4), and Marine Engineering Term six (6)

August 1, 2012, Wednesday	No Classes/Exams - Regatta (Civic) Day
August 3, 2012, Friday	Exams end - METTP Term two (2) and four (4); EMT and EET Terms two (2) and four (4), and Marine Engineering Term six (6)
August 6, 2012, Monday	Safety courses begin - Marine Engineering Term six (6)
August 24, 2012, Friday	End date - Nautical Science Sea Phase one (1); Nautical Science Sea Phase two (2); End date Marine Engineering Work Term one (1); End date - Marine Environmental Work Term one (1); and Joint Diploma/Bachelor of Food Technology Work Terms one (1) and two (2); End date - Advanced Diploma in Food Safety and Advanced Diploma in Sustainable Aquaculture Work Terms End date - ROV Technician Diploma Work Term End date - Marine Engineering Term Six (6) End date - Work Term for Marine Diesel Mechanics
September 21, 2012, Friday	End date - Advanced Diploma in Water Quality and Advanced Diploma in Integrated Coastal and Ocean Management Work Terms

ACADEMIC DAIRY
Fire Rescue Technical Certificate
October 31, 2011

October 11, 2011	Tuesday	On-Line registration begins. Students who have not submitted a Marine Institute Medical, Letter of Conduct and a Class 9 (Air Brake) Endorsement will not be permitted to register until all documentation has been received by the Office of the Registrar.
October 28, 2011	Friday	Registration Deadline
October 31, 2011	Monday	Orientation and Physical
November 1 - 4, 2011	Tues. - Friday	Standard First Aid, CPR, WHMIS
November 7, 2011	Monday	Advanced Medical First Responder II begins
November 11, 2011	Friday	No Classes - Remembrance Day
November 18, 2011	Friday	Advanced Medical First Responder II ends
November 21, 2011	Monday	Firefighter Level I begins
November 28, 2011	Monday	Registration Begins - Term 2
December 19, 2011	Monday	Christmas Break Begins
January 9, 2012	Monday	Classes resume
January 13, 2012	Friday	Firefighter Level 1 Ends
January 16 - 20, 2012	Mon. - Friday	Hazardous Materials Awareness
January 23 - 27, 2012	Mon. - Fri.	Hazardous Materials Operations
January 30, 2012	Monday	Fire Pumper Driver/Operator begins
February 17, 2012	Friday	Fire Pumper Driver/Operator ends
Term Two (2)		
Note:		Students must have successfully completed Term 1 to be eligible for Term 2
February 24, 2012	Friday	Registration deadline - Term 2
February 27, 2012	Monday	Technical Rescuer Rope Rescue Level 1 and 2 begins
March 9, 2012	Friday	Technical Rescuer Rope Rescue Level 1 and 2 ends
March 12, 2012	Monday	No Classes - Mid-March Holiday (St. Patrick's Day) - tentative

ACADEMIC DAIRY
Fire Rescue Technical Certificate
October 31, 2011

March 13, 2012	Tuesday	Technical Rescuer Confined Space Level 1 and 2 begins
March 23, 2012	Friday	Technical Rescuer Confined Space Level 1 and 2 ends
March 26, 2012	Monday	Technical Rescuer Vehicle Extrication Level 1 and 2 begins
April 2, 2012	Monday	Registration begins - Work Term
April 5, 2012	Thursday	Technical Rescuer Vehicle Extrication Level 1 and 2 ends
April 6, 2012	Friday	No Classes - Good Friday
April 9, 2012	Monday	No Classes - Easter Holiday
April 10 - 13, 2012	Tues. - Fri.	Skills Review - Levels 1 and 2
April 13, 2012	Friday	Registration/Fees Payment Deadline - Work Term
April 16 - 20, 2012	Mon. - Friday	NFPA Testing
April 23, 2012	Monday	Firefighting Level II begins
May 18, 2012	Friday	Firefighting Level II ends
May 21, 2012	Monday	No Classes - Commonwealth Day
May 22 & 23, 2012	Tues. - Wed.	Shipboard Firefighting
May 24 & 25, 2012	Thurs. - Friday	Professional Development
June 11, 2012	Monday	Work Term begins
August 17, 2012	Friday	Work Term ends

Due to work term availability and scheduling, the dates for Work terms must be flexible and may not always begin and end on the dates specified in this Diary.

TECHNICAL CERTIFICATE - BRIDGE WATCH
Lewisporte - April 16, 2012

ACADEMIC DIARY
Term 1

March 19, 2012	Monday	Registration begins (7:00 pm) Online Students who have been accepted and conditionally accepted will not be permitted to register for classes unless satisfactory copies of the required medicals have been received by the Registrar's Office.
April 9, 2012	Monday	Registration Deadline
April 16, 2012	Monday	Start of Classes - Lewisporte
April 30, 2012	Monday	Last date for Bridge Watch students to register or add courses Last date for Bridge Watch students to drop courses and receive 100% refund of tuition fees, and Student Union fees. No Student Union fees will be refunded after this date
May 7, 2012	Tuesday	Last date for Bridge Watch students to drop courses and receive 50% refund of tuition fees
May 11, 2012	Friday	Last date to apply for credit transfers
May 14, 2012	Monday	Last date for Bridge Watch students to drop courses and receive 25% refund of tuition fees. No refunds will be granted after this date.
May 21, 2012	Monday	No Classes - Victoria Day (tentative)
May 25, 2012	Friday	Last date - Bridge Watch students to drop courses without Academic Prejudice
June 11, 2012	Monday	Registration Begins - Term II
June 22, 2012	Friday	Term I ends - Lewisporte Registration Ends - Term II

TERM II

June 27, 2012	Wednesday	Classes start - St. John's
June 29, 2012	Friday	Last date to apply for Supplementary Exams for Term I courses and Challenge Exams for Term 2.
July 2, 2012	Monday	No Classes - Holiday in Observance of Memorial Day/Canada Day
July 9, 2012	Monday	No Classes - Mid-July Holiday (tentative)

TECHNICAL CERTIFICATE - BRIDGE WATCH
Lewisporte - April 16, 2012

July 11, 2012	Wednesday	Last date to add courses Last date to drop courses and receive a 100% refund of tuition fees and student union fees for the. No student union fees will be refunded after this date.
July 18, 2012	Wednesday	Last date to drop courses and receive a 50% refund of tuition fees.
July 25, 2012	Wednesday	Last date to drop courses and receive a 25% refund of tuition fees. No fees will be refunded after this date.
<i>August 1, 2012</i>	<i>Wednesday</i>	<i>No Classes - Regatta Day</i>
August 31, 2012	Friday	Term II ends
September 3, 2012	Monday	Work Placement begins - Bridge Watch students
November 16, 2012	Friday	Work Placement ends - Bridge Watch students
Important Notice:		Because of sailing schedules and work term availability, the dates for work terms must be flexible and may not always begin and end on the dates specified in this Diary.

Appendix C Marine Institute and Campus Enforcement and Patrol MOU – Not for Distribution

Appendix D Hazard Analysis

Adopted from:



Canadian Centre for
Emergency Preparedness
&

Government of Newfoundland and Labrador

Hazard Analysis

	Threat	Applicable? Yes/No	1=Low 3=Med 5=High			Rating	Emeg	Plans Required	
			Probability	Vulnerability	Impact			BCP	Comm
Agriculture and Food Emergencies	Pest Infestation	Yes	1	3	1	3	N	Y	N
	Contaminated Produce	yes	1	1	1	1	N	Y	Y
Weather	Extreme Heat	No				0			
	Extreme Cold	Yes	1	1	1	1	N	Y	Y
	Fog	No				0			
	Hailstorms	No				0			
	Hurricanes/Tropical Storms	Yes	1	3	3	9	Y	Y	Y
						0			
	Lightning Storms	No				0			
	Severe Weather	Yes	2	3	3	18	Y	Y	Y
Forest Emergencies	Forest Fire (wildfire) - Smoke Inhalation	Yes	1	2	3	6	Y	Y	Y
	Severe Pest Infestation	No				0			
Geological Hazards	Landslides	No				0			
	Tsunami	No				0			
Human Health Emergencies and Epidemics	Pandemic Influenza	Yes	1	1	2	2	Y	Y	Y
	Communicable Disease	Yes	1	1	1	1	N	Y	Y
	Contaminant Related Illness	Yes	1	1	1	1	N	Y	Y
Hydrological Hazards	Flooding	Yes	1	4	5	20	Y	Y	Y
	Water Quality Emergencies	Yes	1	1	1	1	N	Y	N

	Drought/Low Water	Yes	1	1	1	1	N	Y	Y
	Erosion	No				0			
Critical Infrastructure Failure/Loss	Building/Structural	Yes	1	1	4	4	N	Y	Y
	Bridges/Roads	No				0			
	Dams	No				0			
	Hydroelectricity Systems (Major Power Outage)	Yes	1	2	3	6	Y	Y	Y
	Telecommunications Systems	Yes	1	1	1	1	N	Y	Y
	IM/IT Equipment Systems	Yes	1	1	1	1	N	Y	Y
	Office Equipment	No				0			
	Water Supply	Yes	1	1	1	1	N	Y	Y
	Transportation Systems	No				0			
Technological Hazards	Energy Emergencies	No				0			
	Explosions/Fires	Yes	2	2	4	16	Y	Y	Y
	Hazardous Materials - Fixed site	Yes	2	1	4	8	Y	Y	Y
	Hazardous Materials - Transportation	Yes	1	1	1	1	N	Y	Y
	Mine Emergencies	No				0			
	Nuclear Facility Emergencies	No				0			
	Radiological Emergencies	No				0			
	Airplane Crash	Yes	1	1	1	1	N	N	N
	Space Object Crash	No				0			
Human-Caused Hazards	Civil Disorders	Yes	1	1	2	2	Y	Y	Y
	Sabotage	Yes	1	1	1	1	N	Y	Y
	Special Events	Yes	1	1	1	1	N	Y	Y
	Terrorism	Yes	1	1	1	1	N	Y	Y
	War/International Emergencies	Yes	1	1	1	1	Y	Y	Y
	Theft	Yes	3	4	2	24	Y	Y	Y
	Vandalism	Yes	1	2	2	4	N	Y	N
	Unauthorized Access	Yes	1	1	1	1	N	N	N

Hacking	Yes	3	2	3	18	Y	Y	Y
Computer Security	Yes	3	2	3	18	Y	Y	Y
Data Corruption	yes	1	1	2	2	N	Y	Y
Behavioral Threat to Safety	Yes	3	3	4	36	Y	Y	Y
Security Infraction/Breach of Confidentiality	Yes	1	2	2	4	N	Y	Y
Missing Persons	Yes	1	1	1	1	N	Y	Y
Labour Disruption	Yes	1	1	2	2	Y	Y	Y

Appendix E Emergency Operations Centre NOT FOR DISTRIBUTION

EOC TASK ASSIGNMENT

Incident Name:		Date Prepared:	Time Prepared:
Operational Period:	Operational Period Date/Time:	From:	To:
<u>RESOURCES ASSIGNED THIS PERIOD</u>		(Section, Unit, Branch, Agency)	
Assigned to:			
Co-ordinate with:			
CONTROL OPERATIONS:			
SPECIAL INSTRUCTIONS:			
Prepared By: (Name/Title)			Approved by EOC Director:

Incident Schedule of Meetings/Events

Incident Name:		Date Prepared:	Time Prepared:
Operational Period:		Operational Period Date/Time: From:	To:
Time	Meeting/Event	Location	Attendance
0000			
0100			
0200			
0300			
0400			
0500			
0600			
0700			
0800			
0900			
1000			
1100			
1200			
1300			
1400			
1500			
1600			
1700			
1800			
1900			
2000			
2100			
2200			
2300			
2400			
Prepared By: (Name/Title)		Approved by EOC Director:	

GENERAL MESSAGE FORM

Incident Name:	Date Prepared:	Time Prepared:
Operational Period:	Operational Period Date/Time:	From: To:

TO:	POSITION:
FROM:	POSITION:
Subject:	

Message:

Disposition:

Date/Time	Name/Position:
<i>SENDER:</i>	<i>ROUTING</i> <i>RECIPIENT:</i>

Appendix G Specific ICS Position Descriptions for General ICS Team Members **NOT FOR DISTRIBUTION**

Appendix H Plan Revision Request Form

TO: Emergency Management Group

Request Date: _____

SECTION NUMBER:

PARAGRAPH NUMBER:

DESCRIPTION OF REVISION:

REQUESTED BY:

ADDRESS:

MANUAL NUMBER:

Request Acknowledgement

Approval Date

Request Numbered and Logged

Revision Number

Review Date _____

Revision Date

Correspondence Required

Issue Date

Comments:

Submitted by:

Appendix J Plan Distribution List Form

Manual #	DEPARTMENT ISSUED TO	PERSON RESPONSIBLE
1		
2		
3		
4		
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Appendix K Emergency Communications Plan NOT FOR DISTRIBUTION

Appendix L Threat Specific Functional Sub-Plans NOT FOR DISTRIBUTION

L.1 Active Intruder Protocol – Not for Distribution

L.2 Theft – Not for Distribution

L.3 Flooding – Not for Distribution

L.4 Severe Weather – Not for Distribution

DRAFT

L.5 Computer Security – Not for Distribution

DRAFT

L.6 Explosions/Fire – Not for Distribution

DRAFT

L.7 Hazardous Materials (Fixed Site) – Not for Distribution

DRAFT

L.8 Forest Fire – Not for Distribution

DRAFT

L.9 Major Power Outage – Not for Distribution

DRAFT

L.10 IM/IT Equipment Systems Failure – Not for Distribution

DRAFT

L.11 Communicable Disease (including Pandemic) – Not for Distribution

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