



University of Toronto

OFFICE OF THE VICE-PRESIDENT, HUMAN RESOURCES

TO: Business Board

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DATE: January 4, 2005 for meeting of January 17, 2005

AGENDA ITEM: 7

ITEM IDENTIFICATION:

Policy on Crisis Preparedness and Response

JURISDICTIONAL INFORMATION:

The primary reporting committee, the University Affairs Board, is responsible for “matters affecting members of the community that are not governed by academic policies or employment policies. . . . New policies . . . will normally require the approval of the Governing Council.” (Terms of Reference, section 5.4).

The Business Board is responsible for health and safety matters (Terms of Reference item 5.12) and for personnel policy for administrative staff (Terms of Reference, section 5.9). The Board is therefore also being asked to consider the proposal and to concur with the prospective recommendation of the University Affairs Board.

PREVIOUS ACTION TAKEN:

No previous governance action.

HIGHLIGHTS:

The proposed policy:

- Empowers the Crisis Manager with full decision-making authority to implement the policy.

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HIGHLIGHTS (Cont'd)

- Establishes priorities in responding to crisis situations: first, the safety of students, faculty, staff and affected community residents; second, limiting or containing damage; third, ensuring clear and effective communication; and fourth, recovery and restoration of academic and research operations.
- Provides that the administration will revise and keep current its detailed *Guide to Responding to Crisis on Campus*.
- Empowers teams with designated team leaders, established by the Crisis Manager at the onset of an emergency, to mobilize the University staff and resources required to deal with the situation and to work with City and related organizations.
- Requires all University divisions to prepare emergency and business-continuity plans.
- Makes all members of the University occupying space controlled by the University subject to the authorities contained in the policy, making failure to follow the directions of emergency personnel subject to appropriate disciplinary action.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

Not applicable.

RECOMMENDATION:

Be it Resolved that the Business Board concur with the prospective recommendation of the University Affairs Board to the Governing Council

THAT the proposed Policy on Crisis Preparedness and Response be approved.