

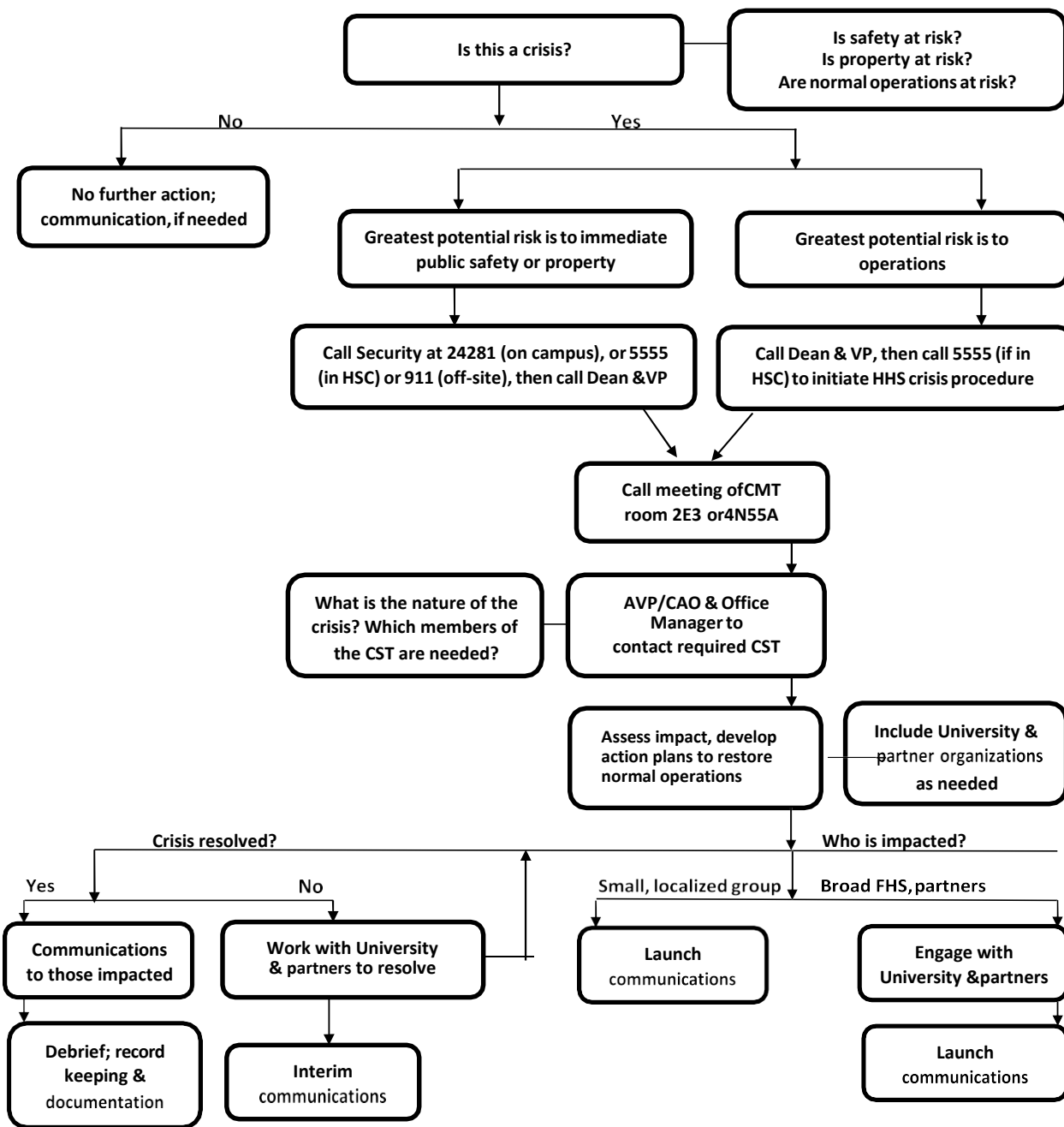
FACULTY OF HEALTH SCIENCES

CRISIS RESPONSE PLAN



Updated: October 2023

*The Faculty of Health Sciences Crisis Response Plan
(Appendix – X-FHS of the McMaster University Crisis Response Plan)*



Acronyms:

CMT Crisis Management Team
 CST Crisis Support Team
 HHS Hamilton Health Sciences
 HSC Health Sciences Centre

CMT:

- Dean & Vice President
- Vice Deans of Education, Clinical Services and Research
- Associate Vice President & Chief Administrative Officer
- Director, Strategic Communications & Digital Engagement
- Assistant Director, Operations, Office of Corporate Services
- Office Manager, Office of the Dean & Vice President

Examples of Crisis:

Utilities explosion
 Sustained loss of power/water
 Natural disaster; fire, flood
 Active terror/dangerous situation
 City-wide disaster
 Epidemic; infectious disease outbreak
 Widespread radioactive contamination

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List of Acronyms:

AVP/CAO	Associate Vice-President & Chief Administrative Officer
CMT	Crisis Management Team
CRP	Crisis Response Plan
CST	Crisis Support Team
FCOR	Faculty Crisis Operations Room
FHS	Faculty of Health Sciences
HHS	Hamilton Health Sciences
MUMC	McMaster University Medical Centre
UCMG	University Crisis Management Group

**McMaster University
Faculty of Health
Sciences Crisis Response
Plan**

Executive Summary

The McMaster University Faculty of Health Sciences (FHS) Crisis Response Plan (FHS CRP) is an Appendix of the McMaster University Crisis Response Plan, (Appendix X-FHS). The FHS CRP is an “all hazards” mitigation approach to any potential crisis affecting the McMaster community within FHS, including major incidents occurring off campus, involving students, staff or faculty engaged in University approved activities. The FHS CRP is a guideline to coordinate and integrate a crisis response under the overall direction of the Dean and Vice-President, FHS, as Chair of the Crisis Management Team. The plan is primarily concerned with protecting the students, faculty and staff and is equally applicable to all types of emergencies. The FHS CRP will coordinate all resources of FHS in a systematic and appropriate response to a crisis, including resources from the University and partner institutions.

A “Crisis” may be defined as a situation, or the threat of an impending situation, which abnormally affects the lives, health, safety and property of the members of the FHS and/or broader University community, or which may be expected to adversely impact the operations or normal activities of the FHS and/or the University.

The major components of the FHS CRP include:

- a. *The Crisis Plan* – the general document which sets out the concept, functions and overall coordinating instructions for users of the plan;
- b. *The Operational Annexes* – the individual departmental crisis plans for the separate functional areas of FHS;
- c. *Supporting Appendices* – the specific implementation tools for each Annex, if needed.

Activation and implementation of the overall FHS CRP rests with the Dean and Vice-President, FHS or in his/her absence, a delegate.

While the FHS CRP has been developed for use by and for the University, it may operate in support of any local municipal emergency plan if the University so directs.

McMaster University Faculty of Health Sciences Crisis Response Plan

1. Introduction

The McMaster University Faculty of Health Sciences Crisis Response Plan (FHS CRP) is an Appendix, (Appendix: X-FHS), of the McMaster University Crisis Response Plan. The CRP is an “all hazards” mitigation approach to any potential crisis affecting the McMaster community but is primarily concerned with protecting the students, faculty, and staff. The CRP will coordinate all resources of the Faculty of Health Sciences in a systematic and appropriate response to a crisis in the University or a partner institution.

2. Aim

The aim of the FHS CRP is to serve as a guideline for developing and implementing an effective, efficient, and timely response to any crisis affecting the Faculty of Health Sciences under the overall direction of the Dean and Vice-President, Faculty of Health Sciences.

3. Definitions

A “**Crisis**” may be defined as a situation, or the threat of an impending situation, which may affect the lives, health, safety, and property of the members of the University community, or which may be expected to adversely impact the operation or normal activities of the Faculty and/or University.

A “**Designated Alternate**” is an individual who may serve in place of the primary Crisis Management Team (CMT) member in the case of absence or illness. Alternates have all of the decision-making authority and accept all of the responsibilities of the primary member they are replacing. In all cases where reference is made to the primary member, it is deemed that a designated alternate has been appointed and can also serve in that capacity.

“**Cabinet Solidarity**” is an approach in which members of a group are candid when they are in private as a Cabinet but support the group decision when in public.

4. Legal Authority

The FHS CRP is a subordinate document of The McMaster University Crisis Response Plan and derives its authority from the primary document in all respects.

5. Liability

Members of the FHS CMT and Crisis Support Team (CST), when acting under the provisions of this Plan and in accordance with the direction of the University Crisis Management Group (UCMG), are determined to be acting as agents of the University. They are not individually liable for the decisions and actions of the internal departments, provided that such decisions and actions are shown to be “prudent” and made in good faith.

6. Decision Making

The FHS CMT is led by the Dean and Vice-President, FHS as Chair. The CMT is responsible for determining and implementing all appropriate measures to be taken by the Faculty in response to a crisis affecting the student body, staff and faculty, property or operations. Decisions will normally be reached through the process of informed discussions and confirmed by the Chair. Where time or the crisis situation precludes the above consultation process, the Chair will direct the required response. Written minutes of CMT meetings and all external discussions will reflect the practice of “cabinet solidarity”. Any member of the FHS CMT who is unable to accept this practice may resign.

7. Notification & Activation Procedures

Any member of the FHS CMT or CST may activate the FHS CRP, either totally or in part. The CMT list is included below, and its maintenance is the responsibility of the Associate Vice-President & Chief Administrative Officer (AVP/CAO), FHS. As appropriate, the AVP/CAO will notify the Site Director and Director of Engineering from Hamilton Health Sciences (HHS) or the appropriate authority of the hospital or university involved in the crisis. As each FHS CMT member is notified, they will, in turn, activate their own Internal Crisis Notification System as required. Each member is responsible for deciding the level of activation that is necessary to meet the overall needs of the situation.

8. Faculty of Health Sciences, Crisis Management Team (FHS CMT) Composition

Chair:	Dean and Vice-President, FHS
Members:	Vice-Dean, Education
	Vice-Dean, Clinical Services
	Vice-Dean, Research
	Associate Vice-President & Chief Administrative Officer, FHS
	Assistant Director, Operations, Office of Corporate Services
	Director, Strategic Communications and Digital Engagement
	Office Manager, Office of the Dean and Vice-President

Note: In the absence of the Chair or designate, the committee members will select a substitute Chair for the crisis at hand.

9. Faculty of Health Sciences, Crisis Management Team (FHS CMT) Individual Responsibilities

Each member of the FHS CMT is responsible for the effective and timely provision of all crisis related services in the areas mandated by the CMP.

9.1 Dean & Vice-President, FHS *Alternate: Executive Vice Dean and Associate Vice-President, Academic or Acting Dean*

The Dean and Vice-President, as Chair of the CMT, has decision-making responsibility for the Faculty during a crisis. He/She has the authority to implement whatever measures are considered necessary to protect the student body, the staff and faculty, property and operations, in consultation with the University Crisis Management Group (UCMG) as needed.

Pre-Crisis:

- a) provide leadership and support for the ongoing maintenance of the CMP
- b) appoint an alternate/designate for the Chair of the CMT

During Crisis:

- a) act as Chair for the CMT;
- b) assume responsibility for FHS in a crisis situation;
- c) notify the UCMG Chair (VP Administration) and members of the CST, as needed;
- d) coordinate all crisis response activities of the Faculty;
- e) establish meeting cycle for CMT;
- f) make any necessary resources of FHS available in a crisis response;
- g) authorize extraordinary financial expenditures for crisis response, as needed;
- h) conduct activities in compliance with enabling laws and by-laws;
- i) direct an evacuation of all or part of any FHS area, as required;
- j) maintain a record of actions taken and decisions made by FHS during the crisis;
- k) authorize the release of information regarding the crisis situation in a timely fashion to the University community, the media, the City of Hamilton and the public, in partnership with the University communications team;
- l) initiate contact with partner institutions, and identify a liaison person to participate alongside the FHS CMT or CST as appropriate.

Post-Crisis:

- a) provide the UCMG with a written Post Crisis Report on the overall activities during the Faculty's crisis response.

9.2 Vice-Dean, Education

Alternate: Executive Director, Education Services

Pre-Crisis:

- a) ensure that the internal Crisis Response Plans for Education Services remain current and up-to-date;
- b) ensure that the internal Crisis Notification System of Education Services is current; and
- c) appoint an alternate for this position.

During Crisis:

- a) activate the FHS CRP, as required;
- b) assess the crisis situation for Education Services within FHS;
- c) i) advise the FHS CMT members regarding all matters relating to Education Services of the Faculty of Health Sciences;
ii) convene appropriate education program leaders to discuss the impact, accommodation needs and communications needs of faculty, staff and students;
- d) ensure that FHS Education Services is kept apprised of the crisis situation at regular intervals in collaboration with the Director, Strategic Communications and Digital Engagement;
- e) advise the FHS CMT on the cancellation, rescheduling and relocation of all teaching areas as required;
- f) ensure implementation of key decisions for the FHS CMT;
- g) receive and issue directions from the Chair, FHS CMT;
- h) ensure that on-going functions for the Faculty's overall Education Services, aside from the crisis situation, are performed in order to meet the expectations of the students, faculty and staff, where possible; and,
- i) ensure that a log of activity, including decisions made and actions taken during the crisis response, is maintained.

Post-Crisis:

- a) assist in the set-up and overall direction of the recovery team operations;
- b) assist in the collection and dissemination of information for debriefing, once normal activity has resumed; and
- c) submit a written report to the Chair, FHS CMT.

9.3 Vice-Dean, Clinical Services

Alternate: Chief Operating Officer, Faculty of Health Sciences

Pre-Crisis:

- a) maintain a contact list for key personnel regarding clinical services and commercial enterprises;
- b) appoint an alternate for this position.

During Crisis:

- a) activate the FHS CRP, as required;
- b) act as primary contact for clinical services and commercial enterprises; and,
- c) communicate with external partners regarding impact on clinical services in collaboration with the Director, Strategic Communications and Digital Engagement; and
- d) ensure that a log of activity, including decisions made and actions taken during the crisis response, is maintained.

Post-Crisis:

- a) assist in the set-up and overall direction of the recovery team operations;
- b) assist in the collection and dissemination of information for debriefing, once normal activity has resumed; and
- c) submit a written report to the Chair, FHS CMT.

9.4 Vice-Dean, Research

Alternate: Executive Director, Health Research Services

Pre-Crisis:

- a) ensure that the internal Crisis Response Plans for Health Research Services remain current and up-to-date;
- b) ensure that the internal Crisis Notification System of Health Research Services is current; and,
- c) appoint an alternate for this position.

During Crisis:

- a) activate the FHS CRP, as required;
- b) act as Secondary Alternate Chair, FHS CMT, in the event that the Dean & Vice-President, or the Associate Vice-President, Academic (Primary Alternate Chair), is unavailable;
- c) i) advise the FHS CMT regarding all matters relating to research in the Faculty of Health Sciences;
ii) convene appropriate research leads to discuss the impact, accommodation needs

- and communications needs of faculty, staff and students;
- d) ensure that the research community in FHS is kept apprised of the crisis situation at regular intervals in collaboration with the Director, Strategic Communications and Digital Engagement;
 - e) direct all operations regarding the shutdown of equipment, labs, facilities, etc., if required;
 - f) initiate relocation or cancellation of research projects and activities if required;
 - g) act to preserve research resources;
 - h) ensure implementation of key directions of the decisions of the FHS CMT;
 - i) receive and issue directions from the Chair, FHS CMT;
 - j) ensure that on-going functions for the Faculty's research, aside from the crisis situation, are performed in order to meet the expectations of the students, faculty and staff, where possible; and,
 - k) ensure that a log of activity, including decisions made and actions taken during the crisis response, is maintained.

Post-Crisis:

- a) assist in the overall set-up and direction of the recovery team operations;
- b) assist in the collection and dissemination of information for debriefing, once normal activity has resumed; and
- c) submit a written report to the Chair, FHS CMT.

9.5 Associate Vice-President & Chief Administrative Officer
Alternate: Assistant Director, Operations, Office of Corporate Services

Pre-Crisis:

- a) review the FHS CRP annually for operational compliance;
- b) keep the Crisis Notification System up-to-date (by confirming membership and updating contact information);
- c) keep the Faculty Crisis Operations Room (FCOR, 2E3), first alternate (FCOR2, 4N55A) and second alternate (IAHS 201) up-to-date (by ensuring that the rooms have a functioning telephone, a copy of the CRP and a laptop);
- d) ensure that each functional department crisis response plan is current. These include: Health Research Services, Health Sciences Library, Central Animal Facility, Computer Services Unit, and potentially others, as needed.
- e) have procedures in place for emergency lab closures, student, faculty and staff safety and evacuation.

During Crisis:

- a) activate the Faculty Crisis Notification System, as required;
- b) advise the FHS CMT on all Facilities Management resources;
- c) assess and advise the FHS CMT regarding the extent of damage to the Faculty's infrastructure and utilities in consultation with appropriate personnel from partner sites, and others as required;

- d) contact appropriate personnel for maps, architectural drawings, diagrams, blueprints and other statistical information regarding Faculty building structures, heating, electrical and cooling systems, as required;
- e) direct the notification of critical departments within the Faculty of any potential or impending utility outages;
- f) coordinate with the Director of Engineering, HHS, and the Assistant Vice-President, Facilities Services at the University, for the redistribution of hydro (load shedding), if required at the Health Sciences Centre;
- g) advise, maintain and restore services on a priority basis where necessary and practical in consultation with the FHS CMT members;
- h) establish contact with the Chief Risk Officer, Office of the Chief Risk Officer, at the University, as required;
- i) request necessary outside resources to assist the Facilities Services operations during the crisis response;
- j) liaise with the Director of Engineering, HHS, or appropriate contact at other sites to make safe any hazardous situation (i.e., fire hazards, gas leaks, unsafe structures, contamination, etc.); and,
- k) record all key activities and decisions relating to Facilities Services during the crisis response.

Post-Crisis:

- a) chair a debriefing once normal activity has resumed;
- b) submit a written report to the Chair, FHS CMT, of all activities in the crisis response;
- c) assist in the set-up and overall direction of the recovery team operations; and,
- d) ensure that a log of activities including decisions made and actions taken during the crisis response is maintained.

9.6 Office Manager for the Dean and Vice-President

Alternate: Executive Assistant to the Dean

During Crisis:

- a) coordinate administrative support for the FHS CMT;
- b) activate the Faculty Crisis Notification System as directed by the CMT Chair;
- c) in conjunction with the Director, Strategic Communications & Digital Engagement, notify the UCMG of the crisis, as directed by the CMT Chair;
- d) record, produce and distribute written minutes of all FHS CMT meetings according to the business cycle and as required; and,
- e) collect, coordinate, and compile all original activity/decision logs provided by the members of the FHS CMT at the end of the crisis.

9.7 Director, Strategic Communications and Digital Engagement
Alternate: Manager, Communications and Media Relations

Pre-Crisis:

- a) maintain the Faculty's Crisis Communications & Media Relations Plan;
- b) ensure the Communications & Media Relations Internal Crisis Notification System is up-to-date; and,
- c) designate an alternate for this position.

During Crisis:

The communications activities depend on the nature and severity of the crisis, as well as the breadth of impact. Activities could include:

- a) activate the Faculty's Internal Communications & Media Relations Crisis Notification System, as required;
- b) establish and maintain contact with the University's Executive Director, Communications, Marketing and Public Affairs (CMPA);
- c) advise the FHS CMT regarding Faculty Communications & Media Relations policies and procedures;
- d) recommend the appropriate Faculty Spokesperson depending on the specific area, magnitude and sensitivity of the crisis at the direction of the FHS CMT and the UCMG;
- e) serve as liaison with partner organizations;
- f) monitor the electronic and print media and provide regular updates to the FHS CMT/FHS FCST;
- g) coordinate the set-up, organization, staffing, and operation of the Media Centre, if needed, in consultation with the University's Executive Director, Communications, Marketing and Public Affairs (CMPA);
- h) consult with the FHS CMT members and the UCMG prior to the release of any information;
- i) take responsibility for the effective and efficient dissemination of accurate and timely release of information regarding the crisis response of the FHS CMT, the University and host institutions.
- j) ensure Faculty communications tools (e.g., Daily News website, FHS website, e-mail, voice mail, University Switchboard, sign boards, social media, etc.), are supplied with information approved by the FHS CMT and the UCMG;
- k) direct the set-up, organization, staffing and operation of the Public Inquiry Centre, if required;
- l) develop and issue as needed and in consultation with the UCMG, regularly updated suitable script for all phone stations so that callers are provided with current and accurate information as the crisis situation changes;
- m) coordinate and conduct news conferences in consultation with the FHS CMT members and the UCMG members;
- n) prepare Faculty news releases and background information for the media;
- o) advise the FHS CMT on the release of timely and accurate information to the

- faculty members, staff and students in consultation with the UCMG;
- p) organize and direct the activities of the Faculty's Crisis Communications Unit;
 - q) designate an alternate site for the Faculty's Crisis Communications Unit if required;
 - r) provide members of the FHS CMT and other faculty and staff with periodic formal training in media relations with particular emphasis on serving as Designated Spokesperson; and,
 - s) coordinate media tours and site visits with Corporate Services, or other facilities manager, as appropriate, and the University's Executive Director, Communications, Marketing and Public Affairs (CMPA), if required; and,
 - t) maintain a written log of public relations and communications decisions made, actions taken and communications during the crisis response.

Post-Crisis:

- a) submit a written report to the Chair, FHS CMT, at the conclusion of the crisis response; and,
- b) assist in the recovery team set-up and operation.

10. Faculty of Health Sciences, Crisis Support Team (FHS CST) Team Composition

The Faculty of Health Sciences Crisis Support Team (FHS CST) is responsible for providing advice and assistance to the FHS CMT, and to implement the decisions made by the FHS CMT. The FHS CST may request other technical support personnel to join the FHS CMT or the FHS CST, as required. Support personnel will be alerted according to their own internal departmental alerting procedure, and will be engaged as needed, depending on the crisis. Members of the FHS CST include:

- Executive Director, Education Services
- Executive Director, Health Research Services
- Director, Computer Services Unit
- Director, Health Sciences Library
- Director, FHS Human Resources
- Executive Director, FHS Finance
- Director, FHS Safety Office and University Biosafety Officer
- Director, Central Animal Facility
- For information: Dean/Vice-Deans

11. Faculty of Health Sciences, Crisis Support Team (FHS CST) Team Individual Responsibilities

The FHS CST may be called upon in the event of a crisis by the Chair or another member of the CMT.

Pre-Crisis:

- a) review departmental/unit crisis response plans annually to ensure operational compliance; and,
- b) keep the FHS CST Crisis Notification System up-to-date by notifying the AVP/CAO, FHS of changes to alternates/designates or contact information.

During Crisis:

- a) ensure the directions of the FHS CMT are carried out;
- b) keep members of the Department/Unit up-to-date on the crisis response activities, as instructed by the Director, Strategic Communications & Digital Engagement;
- c) advise the CMT on all matters impacting on the Department/Unit;
- d) activate departmental/unit crisis response plan, as needed, and advise the CMT on internal crisis response activities of the Department/Unit;
- e) advise the CMT of resources available from the Department/Unit;
- f) facilitate access to Department/Unit as requested;
- g) ensure that the functional operations separate from the crisis response are carried out to ensure business continuity where possible; and,
- h) record decisions made and actions taken during the crisis response.

Post Crisis:

- a) provide the CMT Chair with a written Post Crisis Report on the overall activities during the Crisis Response.

12. Meeting Cycles

It is essential that the FHS CMT members meet on a regular basis during a crisis situation in order to facilitate the sharing of information, identify actions, set priorities, make decisions, and resolve issues on the ongoing activities of each department and to keep FHS CMT members current. Members of the FHS CMT should be present or represented at each meeting in order to hear reports, and to provide the necessary information. The Dean and Vice-President, FHS will chair these meetings on a regular rotation, allowing time between meetings for the FHS CMT members to deal with their individual responsibilities. This meeting schedule is called the “meeting cycle”.

When the FHS CMT members meet according to the meeting cycle, there will be no interruptions, (unless urgent), until the meeting is concluded. When a meeting commences, all FHS CMT members will come together at the table and each member will *briefly* update members on the actions of their respective functional departments, identifying issues needing

resolution and seeking input from the FHS CMT members as a whole. Members of the CST may be asked to join these meetings, depending on the crisis, and needed response.

13. Materials and Supplies

Each member of the FHS CMT is responsible for identifying and providing materials and supplies that are necessary to ensure that the Faculty can provide the services necessary to resolve the crisis and return to normal operations.

14. Communications

During a crisis situation, the Chair of the CMT authorizes communications arising from the Faculty. The Director, Strategic Communications and Digital Engagement will lead the development and execution of communication plans and will coordinate communications with the University's Executive Director, Communications, Marketing and Public Affairs (CMPA) and members of partner organizations, as needed.

14.1 Internal

Each member of the FHS CMT is responsible for communicating effectively with each other when deployed in a crisis situation. Each member is directly responsible to provide adequate provisions in order to facilitate this process.

If required, the Assistant Director, Corporate Services will liaise with the University Telecommunications Office to solicit advice regarding the compatibility of equipment and assistance in developing a FHS CMT Telecommunications Network with Central Campus.

14.2 External

At no time shall any member of the FHS CMT provide information or interviews to the media without the prior approval of the Director, Strategic Communications and Digital Engagement or the Executive Director, Communications, Marketing and Public Affairs (CMPA) for the UCMG.

15. Plans & Procedures - Host Institutions

15.1 Faculty, staff, and students who are located on the McMaster main campus (but not within the Health Sciences Centre) should follow the University Crisis Management Plan (UCMP), and in the case of a crisis, should call security at 24281 or 911.

15.2 Faculty, staff, and students who are located at sites other than the main campus (except the Health Sciences Centre) should follow the crisis response plans of that site, and in the case of a crisis, should call 911 or the site security number.

15.3 All FHS staff/faculty/students working anywhere in the Health Sciences Centre building are expected to respond to the following emergency codes:

- Code Black – Bomb threat / Suspicious object
- Code Grey – Infrastructure loss or failure
- Code Purple – Hostage taking
- Code Green – Emergency evacuation
- Code Red – Fire emergency
- Code White – Violent person
- Code Silver – Shooting incident / Active shooter

A summary of the relevant emergency codes can be viewed at the FHS Safety Office website via the following link:

<https://mcmasteru365.sharepoint.com/sites/FHSSO/Emergency%20Response/Forms/AllItems.aspx?id=%2Fsites%2FFHSSO%2FEmergency%20Response%2FMUMC%20Specific%2FFHS%20Emergency%20Codes%20FHS%20MUMC%20MASTER%20023%2D05%2D10%20%2D%20FINAL%2Epdf&parent=%2Fsites%2FFHSSO%2FEmergency%20Response%2FMUMC%20Specific>

15.4 FHS staff/faculty/students are not expected to provide response to the following emergency codes unless they are working in a portion of the Health Sciences Centre building that is a designated hospital workplace and is under the direction of Hamilton Health Sciences:

- Code Aqua – Flood
- Code Blue – Cardiac arrest / Medical emergency
- Code Pink – Infant cardiac arrest / Medical Emergency
- Code Orange – External disaster
- Code Yellow – Missing adult
- Code Amber – Missing child
- Code Brown – Hazardous spill (code called internally)

Comprehensive descriptions and response information for all emergency codes in HHS is provided by HHS.

16. Plan Maintenance, Review & Testing

16.1 Plan Maintenance

The AVP/CAO, FHS is responsible for maintaining and distributing the FHS CRP. Each member of the FHS CMT will receive a copy. Members of the CST must maintain their own departmental/unit CRP and provide a copy to the Assistant Director, Corporate Services.

16.2 Annual Review

An annual review of the FHS CRP will be coordinated and conducted by the AVP/CAO, FHS in June. Proposed changes to the FHS CRP will be submitted to the AVP by May 31 each year. Major changes will be presented with a recommendation for acceptance to Faculty Executive Committee. Minor changes will be noted and incorporated without approval, effective

immediately and incorporated into a formal amendment to the FHS CRP. Amendments will be published and distributed to all plan holders within 30 days of becoming final.

16.3 Testing the Plan

The FHS CRP will be tested on an annual basis to ensure that both the contents and the participants remain current. This will be conducted by way of a paper exercise. A written evaluation with recommendations will be produced for the AVP/CAO in order to facilitate direction and recommendations to the FHS CMT members. Participation in more sophisticated Faculty exercises will be directed on an “as required” basis or at the direction of FHS CMT.

16.4 Testing the Crisis Notification Procedures

The Crisis Notification Procedure will be tested at least once per year using the appropriate notification appendices to this plan. The purpose of the Notification Exercise is to ensure that personal contact information is accurate and current. The AVP/CAO, FHS will coordinate the Crisis Notification Systems testing with the appropriate University and Faculty support personnel.

17. Training the Participants

Members of the CMT and CST will review this process once a year when the plan is updated. Additional training, such as crisis media relations, may be requested at the direction of the FHS CMT or the Dean & Vice-President, as Chair of the FHS CMT.

18. Faculty Crisis Operations Room (FCOR)

The Faculty Crisis Operations Room (FCOR) is where the FHS CMT assembles to share information, evaluate options, and make decisions regarding the Faculty’s response to a crisis situation. FHS CMT meetings serve as the essential forum for group decision making and keeping all FHS CMT members current regarding the actions of each area within their respective departments as well as on the status of the crisis situation as a whole. It is imperative that the members of the FHS CMT meet on a regular basis to share information, identify actions, set priorities, make decisions, and resolve problems. The Chair, or designated alternate, is responsible for coordinating all activities within the FCOR.

Since it is possible that the primary Faculty Crisis Operations Room (FCOR) is directly affected by the crisis and therefore unusable, alternate FCOR locations have also been designated.

- a) The Primary FCOR is located in room HSC-2E3, on the second floor (Red Area) of the Health Sciences Centre. This room has a capacity of 12. The phone ext. is 22575.
- b) The Alternate FCOR is located in room HSC-4N55A, the 4th floor (Blue Area) of the Health Sciences Centre. This room has a capacity of 30. There is no phone in the room.
- c) A Secondary Alternate FCOR is located in room IAHS-201 in the Institute for Applied Health Sciences building. This room has a capacity of 40. The phone ext. is 26981.

19. Crisis Evacuation – Coordination

When the Chair, FHS CMT, orders an evacuation of any area of FHS, in consultation with University and Hospital Security (or appropriate personnel of the site), the Chair is responsible for the overall coordination of requirements, activities and services necessary to carry out this direction. The Crisis Evacuation Plan, and where applicable, the HHS Fire Plan, will coordinate all available resources of the Faculty under the direction of the FHS CMT in consultation with the University's Crisis Management Group in order to achieve a safe, timely and effective evacuation.

The FHS CRP may also be activated, in part, to support an offsite evacuation or an off-campus evacuation. An offsite evacuation will be coordinated by the University/City Liaison Representative from the UCMG. An evacuation of the local municipality that requires Faculty assistance will be coordinated with the University/City Liaison Representative, supported by the Chair, UCMG.

19.1 Internal Departmental Crisis Response Plans & Procedures Departmental Annexes

Internal department/unit crisis response plans are subordinates to the Faculty's CRP and the overall University's Crisis Response Plan. Department/unit crisis response plans should be developed with input from the Assistant Director, Operations, Office of Corporate Services. A copy of these plans should be provided to the Assistant Director for information.