 McMaster University Risk Management Manual	RMM # 110 Title: Crisis Management Group Terms of Reference / Membership	Date: May 2003 Page: 1 of 3
Submitted: Office of Vice President, Administration	Approved: Vice President, Administration	Authorized: President and Vice-Chancellor

## 1. INTRODUCTION

- 1.1. **The McMaster University Crisis Response Plan** (short title - **The University Crisis Plan**) has been endorsed by the Board of Governors and is issued under the authority and signature of the President of McMaster University. The Crisis Plan is an “all hazards” mitigation approach to any potential crisis including major incidents occurring off campus that involve students, staff or faculty. The plan will coordinate all resources of the University in a systematic and appropriate response.

## 2. AIM

- 2.1. The aim of The University Crisis Plan is to serve as a guideline for developing and implementing an effective, efficient and timely response to any crisis affecting the University Community.

## 3. DEFINITION

- 3.1. 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 University Community or which may be expected to adversely impact the operation, reputation or normal activities of the University.

## 4. LEGAL AUTHORITY

- 4.1. The University Crisis Plan has been endorsed by the Board of Governors of McMaster University and is issued under the authority and signature of the President. It is, in all respects, a University policy document.

## 5. RISK POTENTIAL


### 5.1. *Overview*

Overall the risk potential for the University is considered to be moderate with some significant areas of special concern:

#### 5.1.1. *Public Order Crisis*

Traditionally, the University Community encourages debate and is tolerant of reasonable dissent among administration, faculty and students. This may include a certain level of physical demonstration and provocation. When these activities threaten the health or safety of other members of the University Community or become uncontrollable by their organizers, a Public Order Crisis at the University may be declared by the Crisis Management Group (CMG). The University response to a Public Order Crisis will be at the direction of, and in cooperation with, the appropriate civil authorities.

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### 5.1.2. *Public Welfare Crisis*

The University will respond directly to all Public Welfare Crises, which may affect its own community, or to appropriate requests for assistance from the Municipality of Hamilton. There are two types of Public Welfare Crises that could adversely affect the University Community:

5.1.2.1. Natural Crises include, but are not limited to, winter storms, blizzards, wind storms, tornadoes, hurricanes, floods, lightning strikes and earthquakes; and

5.1.2.2. Human Caused Crises include, but are not limited to, nuclear reactor accident/incident, serious criminal activity affecting the University Community, fire in a residence, any vehicle accident with mass casualties, medical emergencies such as food poisoning or epidemic, student or labour unrest, utility explosion or loss of service.

### 5.1.3. *Health Sciences Centre*

The McMaster University Medical Centre (MUMC) is a medical teaching and research complex consisting of the McMaster Faculty of Health Sciences (FHS) and the Hamilton Health Sciences Corporation, (HHSC) - McMaster Hospital. University staff and students are integrated into MUMC daily activities for research, teaching and training through the Faculty of Health Sciences. The McMaster University Faculty of Health Sciences Emergency Response Plan is enclosed as **Annex YY** to The Crisis Plan.

### 5.1.4. *Nuclear Reactor*

The University has a nuclear reactor that is used for teaching and research. The McMaster Nuclear Reactor Emergency Preparedness Plan (AP7000) is enclosed as **Annex ZZ** to The Crisis Plan.


## 6. LIABILITY

6.1. Members of the Crisis Management Group, when acting under the provisions of The University Crisis 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 Crisis Management Group provided that such actions or decisions are shown to be "prudent" and are made in "good faith".

## 7. DECISION MAKING

7.1. When assembled, the Crisis Management Group is responsible for deciding on all appropriate measures to be taken in response to a University crisis. Decisions will

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normally be reached through the process of informed discussion and consensus of all members present. Where time precludes, or consensus cannot be reached the chair, or acting chair, of the CMG will take note of all points of view and will confirm a decision for the CMG. Written minutes of CMG meetings and all external discussions will reflect the practice of “cabinet solidarity”. Crisis Management Group members who are unable to accept this practice may resign from the CMG at any time “without prejudice”.

## 8. NOTIFICATION PROCEDURES

- 8.1. Any member of the CMG may request that the Group convene to consider a possible, pending or actual crisis situation affecting the University. Notification will be done by the University Security Services dispatcher in accordance with the procedures set out in **Annex A**. The meeting time and location will be provided to the Security Services dispatcher by the originator of the request.

## 9. CRISIS MANAGEMENT GROUP (CMG)

### 9.1. *Composition*

The Crisis Management Group is composed of eight appointed members of the University faculty and staff who have the responsibility of determining and implementing all appropriate measures to respond to any crisis that may affect the University. The CMG is chaired by the Vice-President (Administration), and when convened in response to an actual or perceived crisis, has total decision making powers regarding the University response. A quorum for the CMG constitutes five members provided that one of the five is the Chair or one of the two Vice-Chairs. Each CMG member has a *designated alternate* who may serve in place of the primary member in the case of absence or illness.

University faculty or staff filling the following positions constitutes the Crisis Management Group:

Vice President (Administration)	<i>Chair</i>
Associate Vice President (Student Affairs)	<i>Vice Chair</i>
Associate Vice President (Academic)	<i>Vice Chair</i>
Assistant Vice-President, Human Resources	<i>Member</i>
Director, Physical Plant	<i>Member</i>
Director, Public Relations	<i>Member</i>
Manager, Risk Management Services	<i>Member</i>

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