



Emergency Management and Business Continuity Policy

Purpose:

The Edmonton Police Service recognizes the importance of continuing and maintaining its operations and safeguarding the well-being of our employees and stakeholders during emergencies and disruptions. This Emergency Management and Business Continuity Policy outlines the framework and procedures for effectively managing emergencies, mitigating risks, ensuring the continuity of essential business functions, and recovery from disruptions. As a first responder organization, this policy will ensure applicability to internal as well as external emergencies, including but not limited to critical and high-risk incidents, major events, and disaster response supporting the community. In addition, the policy affirms the Service's commitment to protecting investigative integrity by ensuring that emergency and continuity measures are implemented in a manner that preserves transparency, impartiality, and accountability, thereby upholding public trust in all operational and investigative processes.

Statement of Principle:

EPS is committed to fostering a culture of prevention/mitigation, preparedness, and adaptability to safeguard its people, assets and operations and increase overall organizational resilience. By adhering to this policy, its related procedures and other documentation, we aim to minimize disruptions and increase our capacity and capability to respond to emergencies and disasters affecting EPS and the community we serve. EPS is committed to continuous improvement, including the incorporation of lessons observed during the response and recovery phase of emergencies.

Definitions:

All-Hazards - The "All-Hazards" approach refers to a comprehensive emergency management strategy that focuses on building capabilities and systems applicable across a wide range of potential threats and disruptions. Rather than attempting to prepare for every specific hazard individually, it emphasizes common functions, processes, and resources that strengthen organizational resilience. This approach streamlines preparedness and response by leveraging synergies across different hazard types, while also enhancing the capacity to adapt to emerging or unforeseen risks.



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Business Continuity Management (BCM) - a holistic management process designed to identify potential threats to an organization and assess the impacts those threats may have on business operations, if realized. It provides a framework for building organizational resilience and developing effective response capabilities. The goal is to safeguard the interests of key stakeholders, protect the organization's reputation and brand, and ensure the continuity of value-creating activities.

Disaster - A social phenomenon that occurs when a hazard impacts a vulnerable community in a way that overwhelms its ability to cope. Disasters cause serious harm to the safety, health, welfare, property, or environment of people. They may be triggered by naturally occurring phenomena (geophysical or biological) or by human actions and errors, whether malicious or unintentional, including technological failures, accidents, or acts of terrorism.

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

Emergency Management - The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

Facility Emergency Response Plan (FERP) - Facility Emergency Response Plans are specific plans for each EPS facility that provide procedures to prepare staff for emergencies they may encounter at that facility.

Hazard - A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Incident - An incident is any natural or human-caused occurrence that requires a response to protect life, property, or the environment. Incidents may range in scale from routine emergencies to major disasters.

Incident Command System (ICS) - A standardized emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Preparedness - Activities undertaken before an emergency or disaster to enhance an organization's ability to respond and recover effectively.

Prevention / Mitigation - Measures implemented to eliminate hazards or reduce the likelihood and consequences of emergencies, disasters, and disruptions.



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Recovery - Actions taken to restore services, operations, infrastructure, and normal functioning following an emergency or disaster.

Resilience - Resilience is the capacity of a system, community or society exposed to hazards to adapt to disturbances resulting from hazards by persevering, recuperating or changing to reach and maintain an acceptable level of functioning.

Response - to act during, 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.

Policy Statement:

1. **Scope:** This policy applies to all civilian and sworn members, contractors and other stakeholders involved in the EPS operation.

2. **Responsibilities:**

- a. Executive and Senior Leadership: Responsible for actively endorsing and supporting integrated emergency and business continuity management at EPS and ensuring the implementation of the Corporate Business Continuity Plan.
- b. Management: Responsible for ensuring the implementation of planning initiatives and plans in their area of authority. Ensure staff availability for planning, training and exercising initiatives, and response.
- c. Those with dedicated planning and response responsibilities: Actively participate in prevention/mitigation, preparedness, response, and recovery activities.
- d. All civilian and sworn members: Responsible for familiarizing themselves with emergency and contingency procedures, reporting hazards and incidents, and participating in exercises and drills as needed.

3. **Emergency Management Program Section**

- a. EPS shall maintain an integrated Emergency Management Program founded on the principles of:
 - i. Prevention & Mitigation
 - ii. Preparedness



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iii. Response

iv. Recovery

v. Resilience

- b. The program shall support the identification of hazards and risks, development of plans and procedures, training and exercising, emergency response coordination, continuity of critical functions, and continuous improvement activities

4. Risk Assessment and Mitigation:

- a. EPS will conduct regular risk and vulnerability assessments to identify existing and emerging hazards.
- b. Mitigation strategies will be implemented where feasible to minimize the impact of high-risk hazards on EPS' operations.

5. Emergency Preparedness and Planning:

- a. EPS will develop and maintain comprehensive and integrated all-hazards emergency response plans designed to address natural, technological, and human-caused hazards.
- b. Establish procedures to address policing related emergencies in the community, emergencies within EPS owned or leased facilities, and those otherwise affecting EPS ability to fulfill its mandates and duties.

6. Recovery

- a. EPS shall support recovery activities through
- i. Restoration of critical operations
 - ii. Implementation of business continuity measures
 - iii. Documentation of lessons observed and,
 - iv. Corrective actions and resilience improvements

7. Business Continuity Management:

- a. EPS business continuity planning shall be based on the identification of critical functions, dependencies, recovery priorities, and recovery time objectives.



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- b. EPS will develop Divisional Business Continuity Plans for divisional critical functions within predefined recovery time objectives.
- c. EPS will develop an overarching Corporate Business Continuity Plan that will be implemented at the Senior Leadership Level.

8. Communication and Notification:

- a. EPS will implement communication protocols and systems to distribute timely information before, during, and after an emergency.
- b. Maintain updated contact lists for civilian and sworn members, contractors, and all relevant stakeholders, partners, and vendors.

9. Training and Awareness:

- a. EPS will conduct regular training to familiarize membership with emergency procedures and response protocols.
- b. Promote individual, family, and organizational emergency preparedness and awareness of roles and responsibilities before, during and after emergencies occur.

10. Testing, Exercising, and Evaluation:

- a. EPS will conduct annual exercising of emergency and business continuity plans through simulations, tabletop exercises, and other scenario-based exercises.

11. Documentation and Review:

- a. EPS will review and update Emergency Response and Business Continuity plans, along with any supporting documentation, annually or earlier if significant changes occur.
- b. Maintain accurate records of incidents and response actions to inform after action reports and enable implementing the lessons observed.

12. Compliance and Continual Improvement:

- a. EPS will ensure compliance with relevant regulatory requirements, industry standards and best practices in policing, and emergency and business continuity management.



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- b. Continuously assess and enhance the effectiveness of emergency management and business continuity related strategies and policing related response mechanisms.

Policy Review:

Emergency Management Program Section will review this annually, or as needed when changes to operations, best practices, or regulatory requirements occur, or new hazards, risks, or threats emerge.