

Job Action Sheet
Policy Group

Date Issued: 10/10/2006
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Policy Group: Policy Group: President; Provost; Vice-President for Administration; Vice-President for Strategic Initiatives; Secretary of the University; Vice-President for Communications; and Vice-President and Chief Information Officer.

Advisory Policy Group: Vice-President for Community and Government Affairs; Vice-President and General Counsel; and Vice-President and Dean of Students in the University.
Reports To: Board of Trustees

Mission: must approve all actions that will have a long-term impact on the University, (e.g., suspension of classes, recovery priorities).

The PG is responsible for the following:

- The PG is the authority for:
 1. canceling classes and/or University offices or terminating any function due to an emergency;
 2. authorizing expenditures for emergency assistance such as bringing in additional resources to assist in the recovery of resources, above \$100,000 per incident;
 3. deciding to repair or replace University property that has been significantly damaged;
 4. developing the priorities for continuing University utilities if these must be intentionally reduced;
 5. releasing of information regarding students, University, or staff; and
 6. delegating of authority for any of the above.

- The PG, or any of its members, upon notification of an incident:
 1. will have full access to emergency communications including on-line privileges;
 2. will receive a briefing on the situation from the IC by conference call if possible;
 3. may be requested to convene by the IC;
 4. will authorize the IC to proceed within pre-established limits as set forth in the Emergency Management Plan or give full authorization to the IC at the on-set of the emergency, until the PG can assess the situation;
 5. will immediately communicate with and identify to the IC (or the ED) his/her whereabouts at the on-set of the emergency, to include contact numbers, location and transit situation; this information will also be required for the specified alternate chosen by the PG member; and
 6. when the EC is so notified that an alternate is taking a member's place, alternates will act with full authority of the PG member until relieved.