

*EMERGENCY & DISASTER RECOVERY RESPONSE PLANNING*

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**Preamble** The preparation of an effective response to emergencies and/or disasters is a critical component of the Royal Ontario Museum's (ROM) plan for the long-term care of its collections and its physical and human resources.

**Policy** The physical safety of the ROM's employees, volunteers, and visitors is of paramount importance in any emergency and/or disaster planning and response activities. Beyond this priority, every reasonable effort will be made to protect and, in the event of a disaster, to salvage the collections.

The ROM will

- Establish, maintain, and regularly review and revise as appropriate safeguards against fire, theft, flood, and other hazards.
- Develop a series of management practices ~~and procedures~~ for **establishing the implementation of Emergency and Disaster Response planning**, in the event of an emergency and/or disaster.
- Ensure that employees and volunteers are regularly informed of the emergency and disaster plan practices and procedures.
- Provide for the protection of the ROM's reputation in the event of a disaster.

The ROM's ~~emergency and disaster plan~~ **Emergency and Disaster Preparedness and Response Plan** will

- Identify risks.
- ~~Generate procedures for the reduction of risks and losses, and as appropriate for emergency response actions, including the evacuation of the building.~~
- Develop series of management practices and procedures **response procedures** for implementation in the event of an emergency and/or disaster.
- **Develop separate departmental recovery plans linked to the Emergency and Disaster Plan which** address the recovery and salvage of the ROM's collections, other physical assets **and/or business continuity** in the event of a disaster.
- Identify the roles and responsibilities of key employees and management groups in planning and in responding to emergencies and/or disasters.

**Definitions** **Emergency: An unanticipated event or series of events that requires immediate action.**

**Disaster: An unexpected event that results in significant loss, damage, or destruction. An emergency can become a disaster if immediate action is not taken to protect staff, visitors and the collection.**

**Preparedness: Activities that prepare and equip personnel to handle an emergency.**

**Response: Activities that provide temporary care or relief for people., services or collections in case of an emergency and prevent avoidable further damage.**

**Recovery: Actions taken following an emergency in order to return operations to normal. Depending on the type and extent of the emergency, this can be a long-term process.**

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**Date** June 21, 2001

**Amended** August 29, 2002. (housekeeping)  
June 16, 2005 (housekeeping)  
March 4, 2010 – new language shown in **bold & underlined text**, removal language shown with a ~~strikethrough~~

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***MONITORING***

**Adherence to Policy**

*Board:* The **Finance/Audit Committee** will periodically review management’s adherence to the policy.  
*Management:* The Director & CEO, the ~~Chief Operating Officer~~ **Deputy Director, Operations**, the ~~Vice President~~ **Deputy Director**, Collections & Research, and the ~~Director of Collections Management~~ **Manager of Conservation** will ensure that the ~~Executive~~ **Finance/Audit** Committee has all the relevant information for determining adherence.

**Policy Review**

*Method* Internal Report  
*Responsibility* Finance/Audit Committee  
*Minimum Frequency* Every ~~four~~ **two** years

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