

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 ROM’s employees, volunteers, and visitors is of paramount importance in any emergency and/or disaster planning, preparedness 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.

ROM will:

- Establish, maintain, and regularly review and revise plans which safeguard against fire, theft, flood, attacks, and other hazards, including pandemics and other health emergencies
- Develop and maintain a series of management practices for Emergency Response planning
- Adhere to applicable legislation and guidance from health and governmental authorities pertaining to public safety and health emergencies
- Regularly inform employees and volunteers of the emergency and disaster plan practices and procedures
- Provide for the protection of the ROM’s reputation in the event of a disaster

ROM’s Emergency and Preparedness Response Plan (EPRP) will:

- Identify risks
- Develop response procedures for emergencies and disasters
- Develop separate departmental recovery plans linked to the Emergency and Preparedness Response 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 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.



Date	June 21, 2001
Amended	August 29, 2002 June 16, 2005 March 4, 2010 September 2012 March 26, 2015 December 13, 2016 (<i>no changes</i>) December 11, 2018 (<i>no changes</i>) December 8, 2020 (<i>administrative updates</i>) March 28, 2023 (<i>administrative updates</i>)

MONITORING

Adherence to Policy

Board: The Finance/Audit Committee will periodically review management’s adherence to the policy.

Management: The Director & CEO, the Deputy Director, Operations & Deputy Director & Chief Financial Officer, the Deputy Director, Collections & Research and Chief Innovation Officer, and the Manager of Conservation will ensure that the Finance & Audit Committee has all the relevant information for determining adherence.

Policy Review

<i>Method</i>	Internal Report
<i>Responsibility</i>	Finance/Audit Committee
<i>Minimum Frequency</i>	Every two years (<i>next review 2025</i>)
