

McMaster University Crisis Management Group (CMG)

Terms of Reference

The Crisis Management Group (CMG) is a university oversight body that is responsible for overall decision making, preparation for, response to and recovery from crises affecting the McMaster community. The CMG will ensure the development of a Crisis Management Plan (CMP) that is effective, sustainable and integrated within the organizational structure of McMaster University.

The responsibilities of the CMG include, but are not limited to:

- a) Identifying and evaluating potential risks using a Hazard Identification process.
- b) Coordinating all crisis response and recovery activities of the University.
- c) Collecting and disseminating accurate and timely information to the public, University community and local authorities.
- d) Identifying critical infrastructure and services that are required to respond to and recover from an emergency.
- e) Overseeing and implementing the approved Crisis Management Plan (CMP);
- f) Acting as champions for the CMP by delegating or appointing resources to complete CMG tasks and deliverables, including the design of simulations and assurance of faculty and administrative business-continuity-plans.
- g) Convening special-purpose CMG meetings following a crisis or significant event to conduct an impact-analysis, including after-action recommendations.

The CMG is comprised of members of the University administration and selected Faculty and department representatives as follows:

- Vice-President Operations and Finance (Chair)
- Deputy Provost (Vice-Chair)
- Associate Vice-President and Dean of Students
- Chief Executive, Internal and External Engagement
- Associate Vice-President and Chief Human Resources Officer
- Associate Vice-President, Facility Services
- Associate Vice-President and Chief Technology Officer
- Associate Director, University Health and Safety
- Director, Campus Safety Services
- Assistant Vice-President, Faculty of Health Sciences
- Associate Vice-President and Chief Financial Officer
- Chief Risk Officer
- University Counsel
- Executive Assistant, VPOF Office (Scribe)

CMG Administration:

During regularly scheduled (non-crisis) meetings, the CMG will operate under the following terms:

1. The CMG will meet at minimum three (3) times per year.
2. The CMG may convene meetings more frequently, based on campus activities requiring additional support, input or direction from the CMG.
3. Each CMG member shall designate an alternate to serve in the primary member's absence or illness.
4. A majority of the members (50% +1) shall constitute a quorum.
5. CMG meeting minutes will be produced after each meeting and released subject to the CMG Chair's approval.

CMG Terms of Reference will be reviewed annually and updated as required.

Endorsed by the McMaster University Crisis Management Group on: March 6th, 2024