



## EMA Crisis Management Policy

### Version history

Version	Voted into effect	Voting results	Valid until
1.0	17/09/2020	10 For - 2 Abstentions	

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## Introduction

Unforeseen negative situations can occur anytime in life and affect organizations such as our Association. To this effect, our response should not only be reactive, but proactive as well. This Policy is the first step of the ladder, acknowledging the responsibilities of the Association and the creation of an internal structure that will continuously develop and update the necessary internal mechanisms.

## Purpose

1. This Policy establishes the framework for the Erasmus Mundus Students and Alumni Association (hereinafter called “EMA” or the “Association”) to:
  - a. Manage emergencies and/or crises that may affect the Association or its Members;
  - b. Support the continuation of, and management of disruption to, the Association’s business, activities and reputation, caused by an emergency or crisis;
  - c. Protect the health, safety and security of members, and volunteers, during the specific emergencies and crises presented in this Policy.

## Scope

1. This Policy applies to:
  - a. All members and active volunteers of the Association;
  - b. All facilities wholly managed by the Association.
2. This Policy covers all of EMA’s related activities and its internal structure.
  - a. Individual actions of active volunteers and members in day-to-day life and non-EMA related activities, shall not be automatically considered nor elevated to a crisis status without previously being thoroughly assessed by the respective persons in charge.
  - b. Individual actions of active volunteers and members in EMA-related activities shall only be automatically considered or elevated to a crisis status if these actions are detrimental to the Association, or to any of its members.
  - c. Active volunteers and members will also be covered under this policy if during the course of EMA-related activities, they are threatened or harmed by third parties or force majeure.
  - d. When the Association’s members and/or active volunteers are located on the premises of another organisation, the host organisation’s emergency procedures apply.

## Definitions

3. For the Purpose of this Policy:
  - a. Crisis: any situation or circumstance, caused by internal or external factors, where there is immediate or imminent risk to the Association's activities, reputation, or there is a significant risk of serious injury or death to people arising from a situation that involves the Association and is beyond the capacity of normal established management structures and processes for effective resolution.
  - b. Emergency: a crisis that is within the capacity of normal Association Management Structures and processes for an effective resolution. Depending on internal or external factors, an emergency might upgrade to a crisis.
  - c. Incident: a situation that is not an Emergency or a Crisis. Depending on internal or external factors, an incident might upgrade to an emergency.
  - d. Crisis Planning and Response Committee (CPR Committee): is the internal cross-Unit committee responsible for the ongoing development, review and implementation of this Policy and its associated procedures.
  - e. EMA-related activities: any physical (in real life) activity or social event (organized by EMA or any other third parties) in which EMA is represented by a duly authorized volunteer. Day-to-day volunteering for EMA is not considered an EMA-related activity for the scope of this Policy (with the exception of any threats or problems related to EMA's digital infrastructure and information).
  - f. First Responder: is the person who is aware of, and notifies the MB of, or immediately responds in any way, to an incident, emergency or crisis.
  - g. EMA member(s) or member(s): any natural person as defined by Articles 6 through 8 of the EMA Statutes and Article 1 of EMA's internal regulations.
  - h. Volunteer (includes active volunteer): any person (member or non-member) who has signed a Volunteering Agreement with EMA to assist with the responsibilities of, or fill a position in the Association, for a defined period of time.

## Content and Priority

4. The Association takes a comprehensive approach to emergency and crisis management. This includes prevention/mitigation, preparation, response and recovery from emergencies and crises.
5. EMA's Approach to emergency and crisis management includes:
  - a. This Policy
  - b. The Emergency and Crisis Management Plan
6. EMA's priorities in any Emergency or Crisis are to:
  - a. Preserve life and avoid injury;→ Readiness
  - b. Preserve the Association's brand, assets and operations;→ Response
  - c. Continue with its usual activities as soon as practical;→ Recovery

## Responsibilities

7. The CPR Committee is responsible for the ongoing development, review and implementation of the Emergency and Crisis Management Plan and associated procedures, including pre- and post- analysis based on further policy recommendations.
8. In order to fulfill the previous article, and any other responsibilities described in the Emergency and Crisis Management Plan, the CPR Committee will meet at least digitally, at least twice a year.

## Implementation

9. EMA will engage in:
  - a. The establishment and development of the CPR Committee;
  - b. Continuous review of the availability and capability of resources including members, systems and equipment to coordinate a response to an emergency or crisis.

## Miscellaneous

10. In case of disinformation crisis, emergencies or incidents, the Policy against Disinformation will prevail.