

University Committee

Disaster Management Committee – Terms of Reference

Policy Number: 1.6.4.12 (b)
Responsible Officer: Vice President Regional Campuses and Estates and Infrastructure
Policy Editor/Contact: Occupational Health and Safety Coordinator
Approving Authority: Vice-Chancellor and President
Date approved: 15 February 2017 (SMT Meeting 5 of 2017)
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1 Overview

- 1.1. The University Disaster Management Committee, to be known as USP DISMAC is a committee of the University Senior Management Team.
- 1.2. The purpose of the USP DISMAC is to implement the University Disaster Management Plan and to review and update it as required.
- 1.3. Relevant documents to be read in conjunction with this document are:
 - USP Disaster Management Policy 1.6.4.12
 - USP Disaster Management Plan 1.6.4.12 (a)
 - USP Campus Disasters Management Plan 1.6.4.12 (c)

2 Membership

Chair

The Vice-Chancellor & President shall Chair the Committee.

Deputy Chair

The quorum of the Committee shall appoint a Deputy Chair from a member of the Committee as and when required.

Secretary

The Director of Development Marketing Communications and Alumni office shall appoint an officer from his office as secretary for the committee.

Co-Opted Members of the Committee

The Chair of USP DISMAC shall Co-opt to USP DISMAC:

- Campus Directors whose campuses are affected by disasters for the duration of the disaster management process, or as required
- Persons and experts both from within the University and external as required.

Table 1: USP DISMAC Members

Chair	
	Vice-Chancellor & President
Members	
	Vice President Regional Campuses / Estates and Infrastructure
	Vice President Planning Quality & Digital Services
	Deputy Vice-Chancellor Learning Teaching & Student Services
	Deputy Vice-Chancellor Research Innovation & International
	OHS Coordinator

3 Terms of Reference

The USP Disaster Management Committee shall:

- 3.1. Provide and establish immediate effective leadership through a team coordinated approach in the management of disasters affecting the University.
- 3.2. Ensure that all readiness actions are taken to minimize potential loss of life, minimize damage to property, assets and business interruptions.
- 3.3. Ensure effective and timely response actions are taken to address the impacts of disasters with priority of preserving human lives and mitigate further damage to property
- 3.4. Ensure the delivery of a robust recovery plan for resumption of university and campus operations with timelines for affected university facilities, services, staff and students and that it is implemented
- 3.5. Ensure effective and timely communications to university staff and students at all times pertaining to existing disaster situations and operations.
- 3.6. Be the University liaison point with external stakeholders eg. national disaster management offices as and when required
- 3.7. Report to the Chair of Senior Management Team on aspects of disaster management pertaining to university and its campuses.
- 3.8. Make recommendations for continuous improvement of the University Disaster Management Plan. This will include reviewing and approving emergency procedures, training needs and infrastructure to enhance effective disaster management.
- 3.9. Ensure adequate resource contingency is available for disaster operations within the University.

4 Meetings

- 4.1. When to Call a Meeting of USP DISMAC:

4.1.1. The Chair shall call a meeting at any time or upon the advice of the Officers designated in the response procedures of the University Disaster Management Plan and / or USP Campus Disaster Management Plan.

4.1.2. Each member and co-opt member shall provide a report to the Committee of their respective Disaster Management actions pertaining to their areas of responsibility.

4.2. Secretariat

The Secretariat shall:

4.2.1. Facilitate communications with members, take minutes of meetings, consolidate all updates and prepare reports for the Chair.

4.2.2. Circulate decisions of the Committee to members immediately after each meeting and shall confirm these minutes at an appropriate time.

4.3. Meeting Venue – Laucala campus

The USP Disaster Management Office at the Main Laucala Campus, unless otherwise advised.

5 Confidentiality

All matters discussed by the Committee are confidential, and shall not be divulged to any third party without the written approval of the Chair:

6 Conflict of Interest

6.1. Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting.

6.2. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.