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Responsible Officer: Vice President Regional Campuses and Estates and Infrastructure
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USP Disaster Management Plan

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USP Disaster Management Plan

Statement of Purpose

This document and associated materials constitute the Disaster Management Plan of the University of the South Pacific.

This Plan is to be implemented in the event of a natural disaster and/or as declared by the university Vice-Chancellor & President

The purpose of this plan is:

- To protect the lives and property of the university community during emergencies;
- To clarify lines of authority and communication between the Disaster Management Committee and university stakeholders during an emergency;
- To establish standard procedures for the effective use of available manpower and resources in the event of an emergency;
- To effectively respond to disasters

Types of Disasters

- Cyclones
- Fires
- Earthquakes
- Tsunamis
- Floods / Major Utility Outage
- Civil Unrest

USP Disaster Management Plan

University of the South Pacific Disaster Management Committee (USP DISMAC)

The University of the South Pacific Disaster Management Committee comprises of the following members based at the Laucala Campus.

USP DISMAC Membership – Laucala Campus

| | |
|----------------|---|
| 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 |

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Terms of Reference (USP DISMAC)

The USP Disaster Management Committee shall

- Provide and establish immediate effective leadership through a team coordinated approach in the management of disasters affecting the University.
- Ensure that all readiness actions are taken to minimize potential loss of life, minimize damage to property, assets and business interruptions.
- 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
- 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
- Ensure effective and timely communications to university staff and students at all times pertaining to existing disaster situations and operations.
- Be the University liaison point with external stakeholders eg.national disaster management offices as and when required
- Report to the Senior Management Team on aspects of disaster management pertaining to university and its campuses.
- 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.
- Ensure adequate resource contingency is available for disaster operations within the University.

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Roles & Responsibilities

USP DISMAC OPERATIONS TEAM – Laucala

The USP DISMAC operations team based at Laucala, shall consist of heads of operational departments of the university and their staff that will support the USP Disaster Management Committee (USP DISMAC) implement disaster management operations, as and when required.

| USP Disaster Management Operations Team Laucala | | |
|--|---|--|
| | Member | Responsible Disaster Management Action Areas |
| 1 | Vice-Chancellor & President | Chairperson of USP DISMAC University Senior Management Team Academic Faculties and Support Services |
| 2 | Vice-President Regional Campuses / Estates and Infrastructure | Regional Campuses & Infrastructure |
| 3 | Director Development Marketing & Communications & Alumni | Communications to ALL STAFF ALL STUDENTS internally and externally to media organizations |
| 4 | Director Estates and Infrastructure | Infrastructure Maintenance & Services to Academic and Academic Support Services and USP staff |
| 5 | Director Commercial | Infrastructure Maintenance & Services to Commercial Spaces and student on staff residing on commercial rented quarters |
| 6 | Director Information Technology Services | Information Technology Services |
| 7 | OHS Coordinator | Disaster Notification & Public Safety Liaison with National DISMAC Offices and USP DISMAC members |
| 8 | Chief Security Officer | Security – Campus Infrastructure and Personal |

Regional Campus Disasters

In the event of disaster event affecting a regional campus, the campus director of the affected campus, shall be part of the USP DISMAC structure for the duration of time necessary in managing that disaster.

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Notification of Disasters to USP DISMAC

The USP DISMAC committee will be notified of disaster situations as per following arrangements.

In cases of;

Fire - immediately as advised by the Campus Director, Director Property & Facilities, Chief Security Officer, OHS Coordinator.

Tsunami – following the all clear given after a Tsunami warning

Earthquake – following the all clear by National Disaster Management Office

Cyclone – when a cyclone warning has been issued affecting any of the USP campuses

Flooding – as advised by the following the Regional Campus Director, Director Property & Facilities, OHS Coordinator, Chief Security Officer.

Major Utility Outage – as advised by the Director of Property & Facilities or Campus Director

Civil Unrest – as advised by the Regional Campus Director, or Chief Security Officer.

The above university officers will work in consultation with emergency responder's example; Police and Fire authorities in accordance with established protocols.

Declaration of State of Campus Emergency

The Chair of the University Disaster Management Committee will declare a State of Campus Emergency for the affected campus in the advent of

- National State of Natural Disaster eg.Cyclone, Tsunami, Earthquake ,Civil Unrest
- National State of Emergency eg.Civil Unrest
- As per recommendation of the University Disaster Management Committee eg.Major Fire or Major Outage

The Form for Declaration of State of Campus Emergency is signed by the Chair of the University Disaster Management Committee when declared and revoked

Activation of DISMAC

The Chair of the University Disaster Management Committee will notify the University Disaster Management Committee to convene as guided by the DISMAC procedures and as when required by his / her discretion.

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USP DISMAC Procedures

DISMAC Procedure 01-Fire

DISMAC Procedure 02-Cyclone

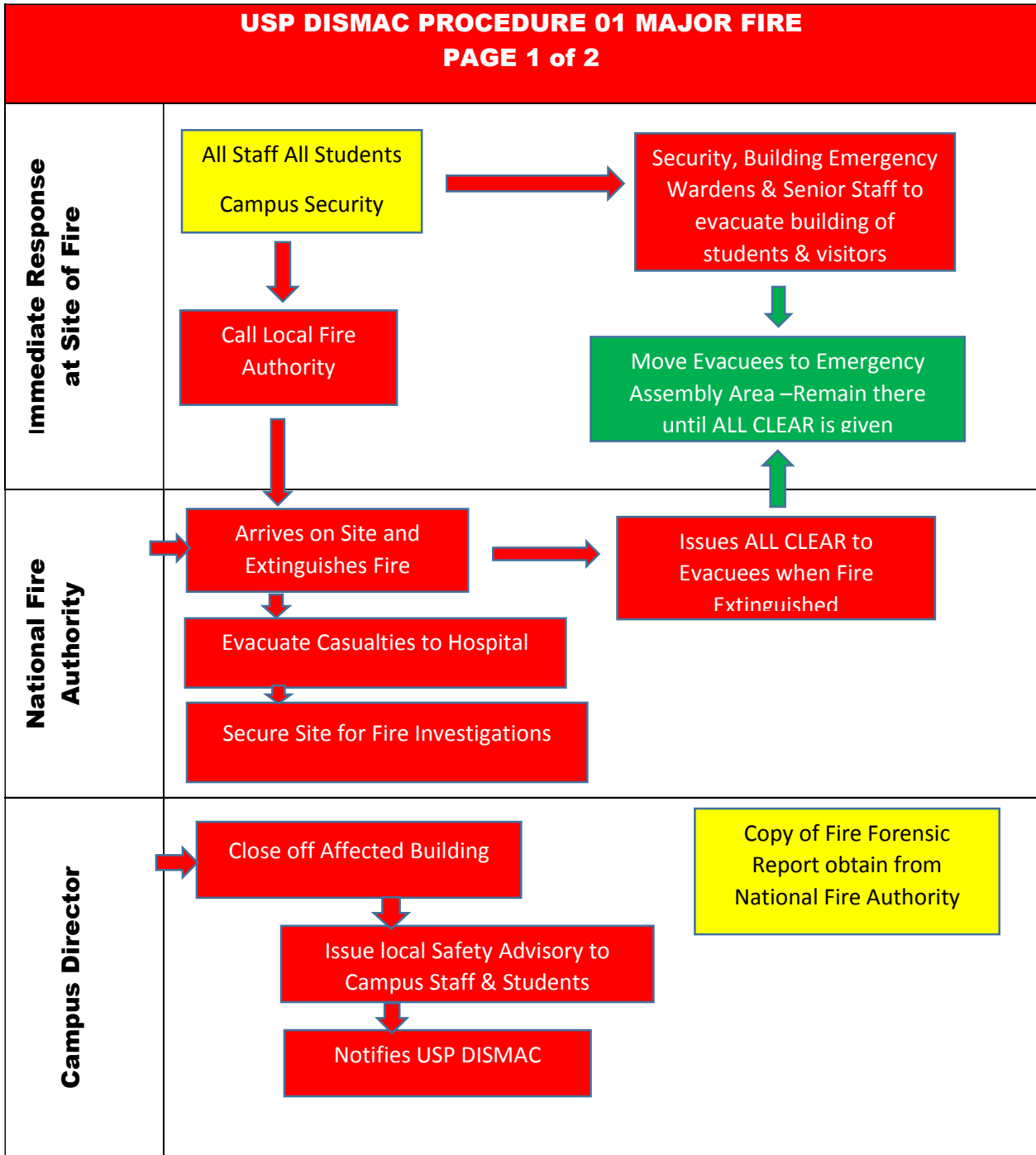
DISMAC Procedure 03-Tsunami

DISMAC Procedure 04-Earthquake

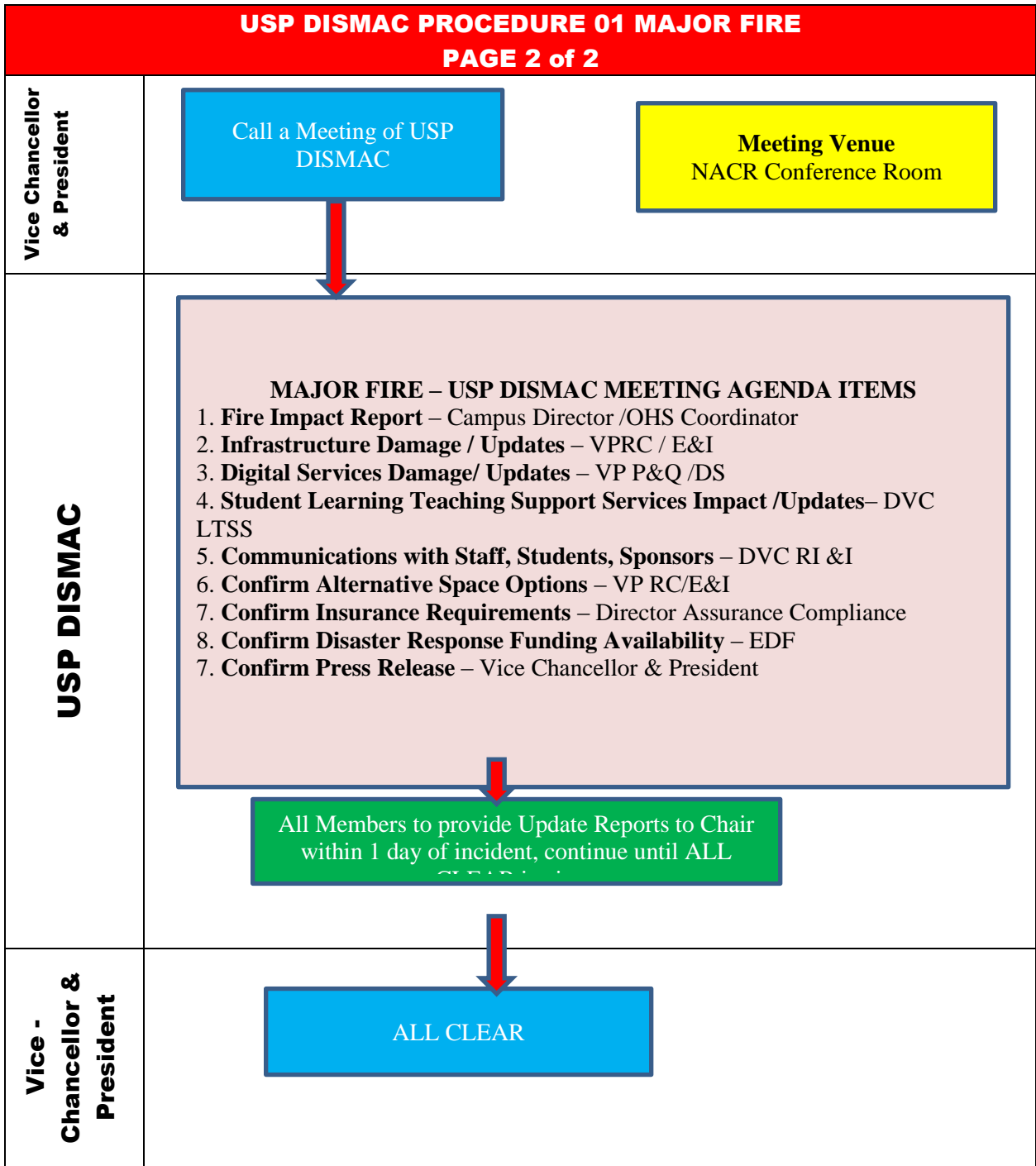
DISMAC Procedure 05- Major Flood/Major Utility Outage

DISMAC Procedure 06- Civil Unrest

Fire

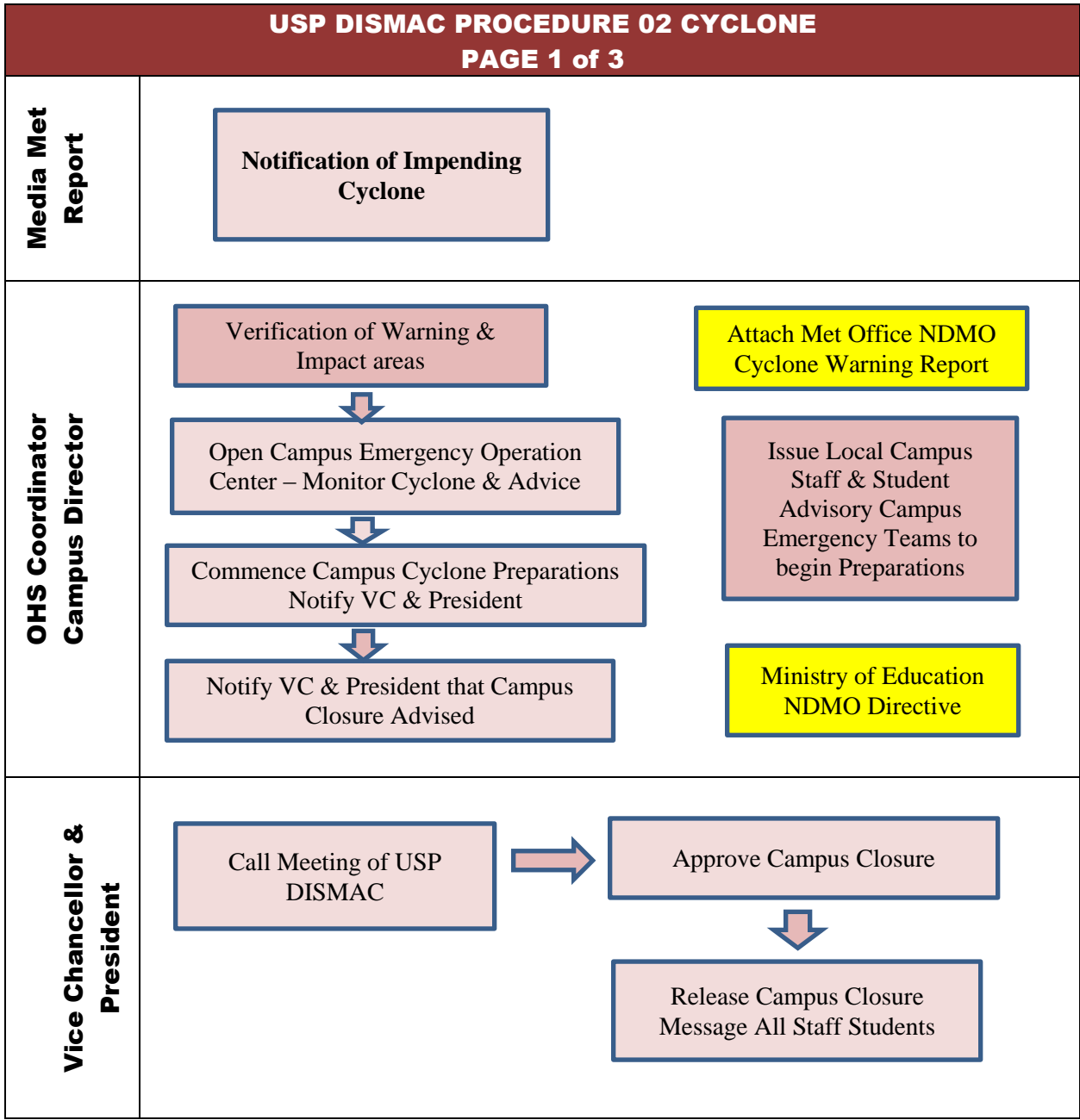


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Cyclone



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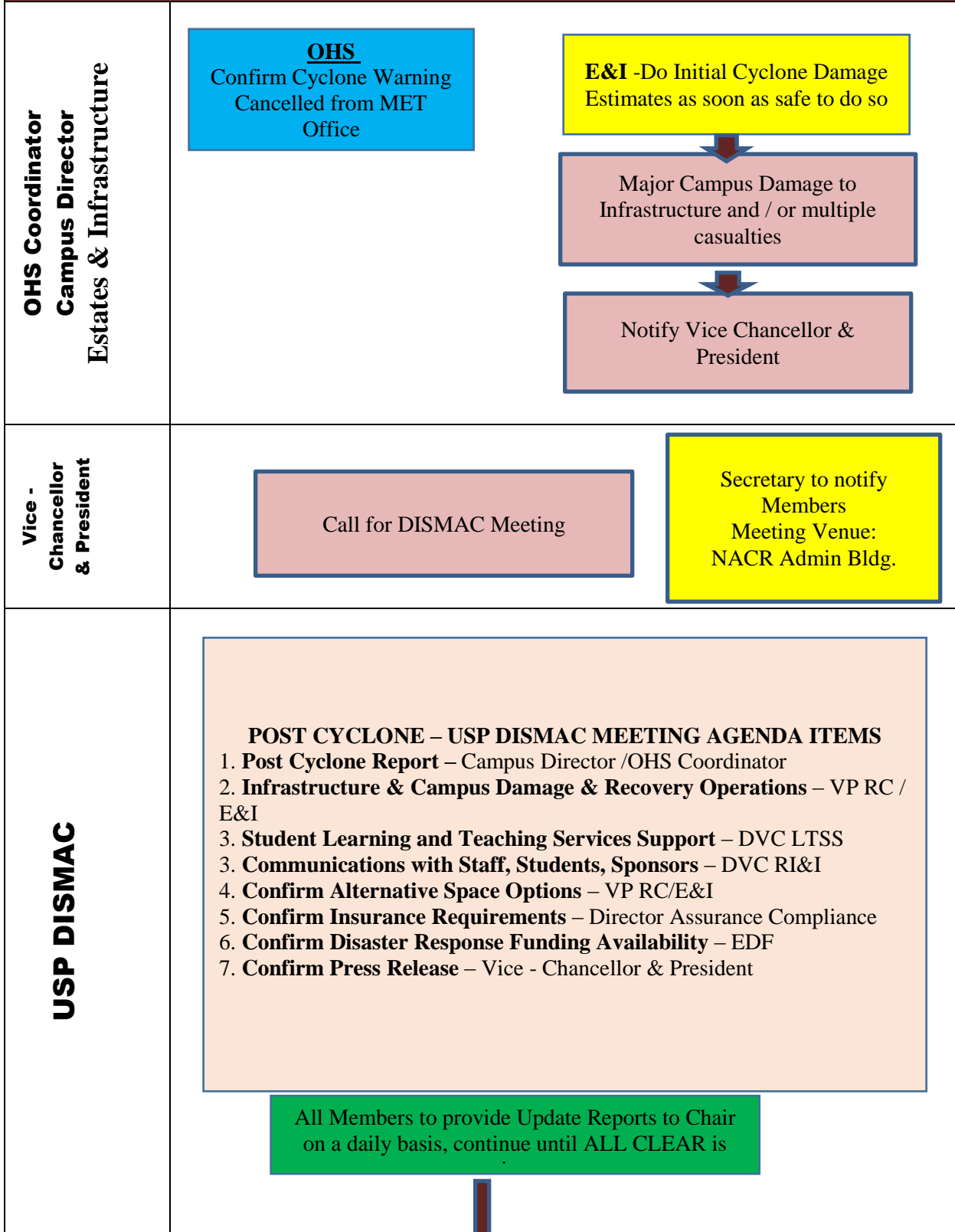
USP DISMAC PROCEDURE 02 CYCLONE

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| | |
|---|---|
| <p>Vice Chancellor & President</p> | <div data-bbox="293 365 682 499" style="border: 1px solid black; background-color: #00aaff; color: white; padding: 10px; display: inline-block; margin-right: 20px;"> <p>Call a Meeting of USP DISMAC</p> </div> <div data-bbox="841 380 1274 512" style="border: 1px solid black; background-color: #ffff00; padding: 10px; display: inline-block;"> <p>Meeting Venue NACR Conference Room</p> </div> |
| <p>USP DISMAC</p> | <div data-bbox="324 611 1266 1203" style="border: 1px solid black; background-color: #f0e6e6; padding: 20px; margin-bottom: 10px;"> <p style="text-align: center;">IMMINENT CYCLONE – USP DISMAC MEETING AGENDA ITEMS</p> <ol style="list-style-type: none"> 1. Cyclone Situation Report – Campus Director /OHS Coordinator 2. Infrastructure & Campus Readiness Report – VP RC / E&I 3. Digital Services Readiness Report – VP P&Q / DS 4. Communications with Staff, Students, Sponsors – DVC RI&I 4. Confirm Alternative Space Options – VP RC/E&I 5. Confirm Disaster Response Funding Availability – EDF 6. Confirm Press Release – Vice Chancellor & President </div> <div data-bbox="378 1218 1016 1320" style="border: 1px solid black; background-color: #00b050; color: white; padding: 10px; text-align: center;"> <p>All Members to provide Update Reports to Chair on a daily basis, continue until ALL CLEAR is</p> </div> |
| <p>USP DISMAC Members</p> | <div data-bbox="394 1444 862 1549" style="border: 1px solid black; background-color: #d9ead3; padding: 10px; text-align: center;"> <p>Return Home and Prepare for Cyclone but Maintain Contact CLEAR</p> </div> |

USP DISMAC PROCEDURE 03 CYCLONE

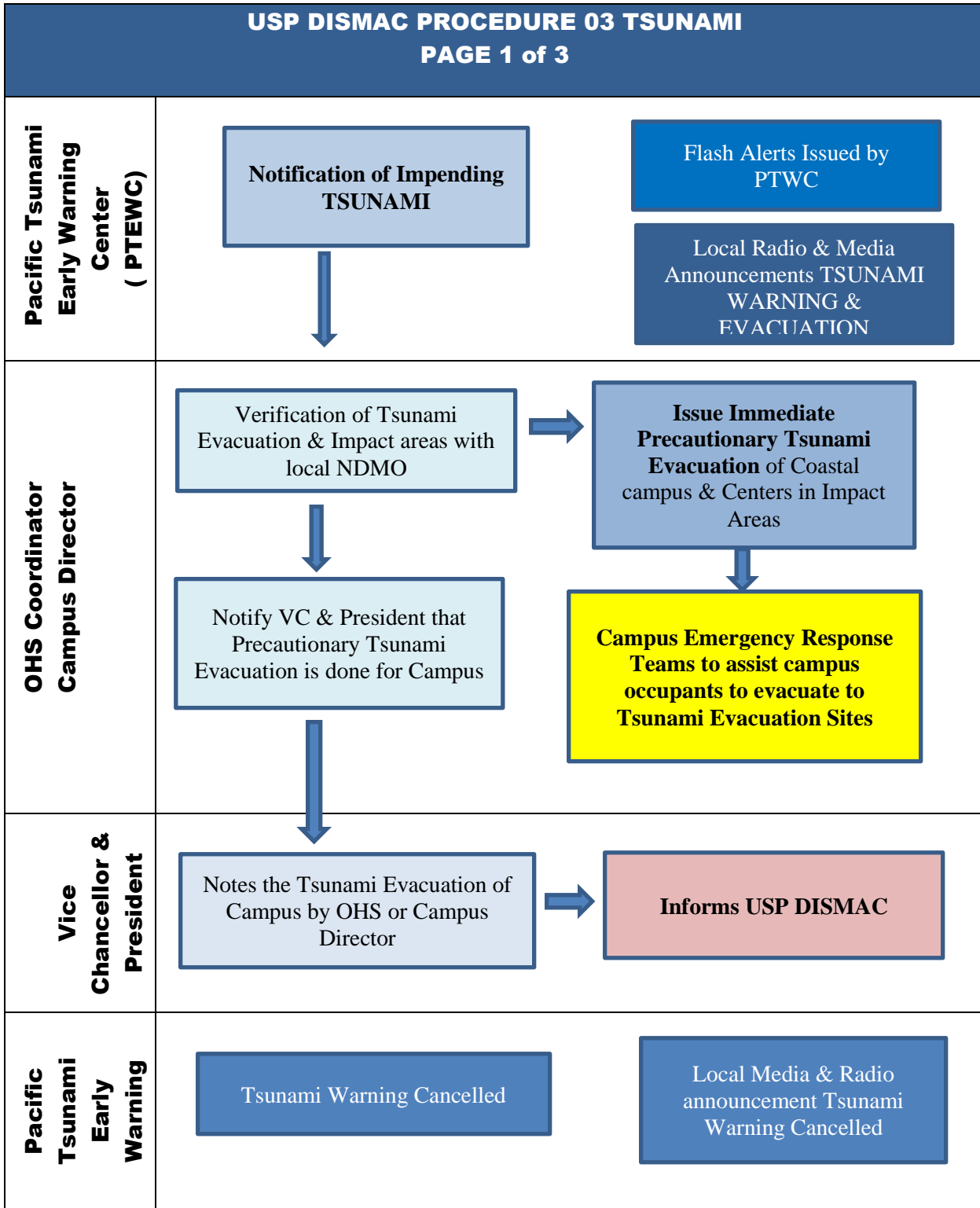
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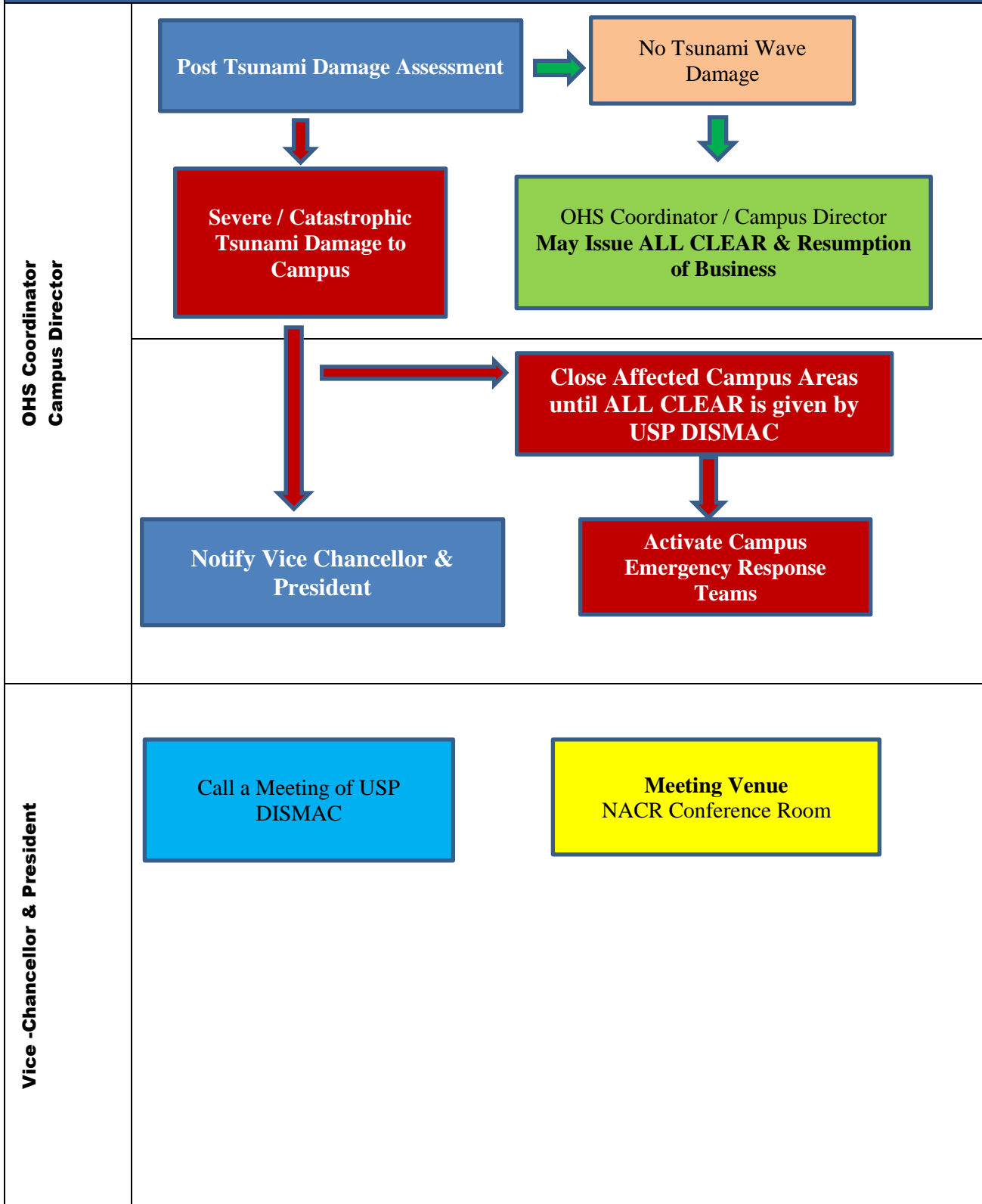
| | |
|---|--|
| <p>VICE CHANCELLOR & PRESIDENT</p> | <p>ALL CLEAR ADVISORY ALL STAFF ALLSTUDENTS</p>  |
| | <p>Campus Re Opens Business as Usual</p> |

Tsunami



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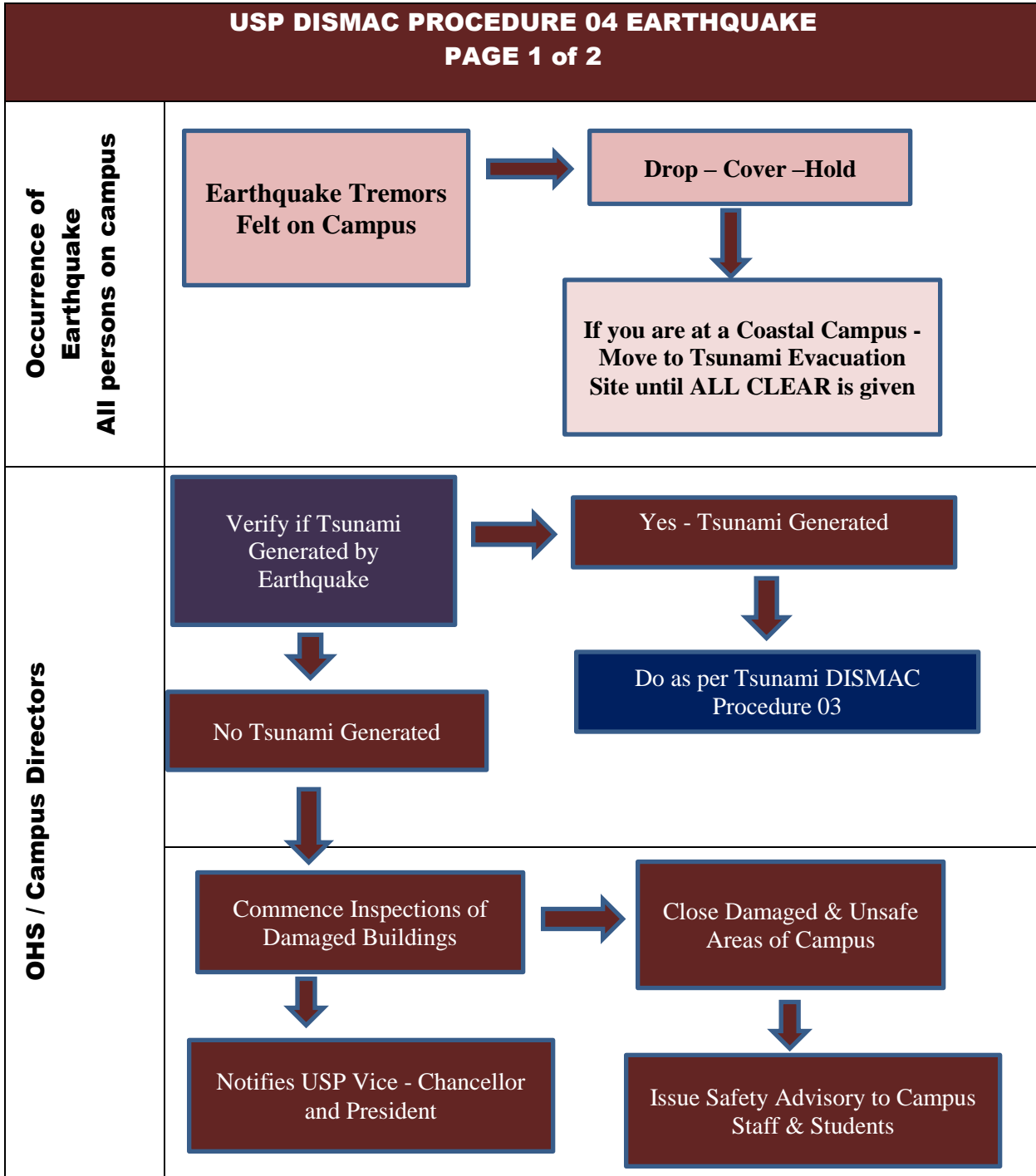
USP DISMAC PROCEDURE 03 TSUNAMI
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USP DISMAC PROCEDURE 03 TSUNAMI
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| | |
|---|---|
| <p>USP DISMAC</p> | <p>POST TSUNAMI RECOVERY OPERATIONS – USP DISMAC MEETING AGENDA ITEMS</p> <ol style="list-style-type: none">1. Tsunami Situation Report – Campus Director /OHS Coordinator2. Infrastructure & Campus Damage /Updates – VP RC / E&I3. Digital Services Damage /Updates – VP P&Q/DS4. Student Learning and Teaching Services Impact /Updates – DVC LTSS5. Communications with Staff, Students, Sponsors – DVC RI&I6. Confirm Alternative Space Options – VP RC/E&I7. Confirm Disaster Response Funding Availability – EDF8. Confirm Press Release – Vice Chancellor & President + <i>Other pertinent issues</i> <p>↓</p> <p>All Members to provide Update Reports to Chair on a daily basis, continue until ALL CLEAR is given to affected Campus</p> |
| <p>Vice-Chancellor & President</p> | <p>Issue ALL CLEAR ALL STAFF ALL STUDENT MESSAGE</p> <p>↓</p> <p>Resumption of Business At Affected Campus</p> |

Earthquake



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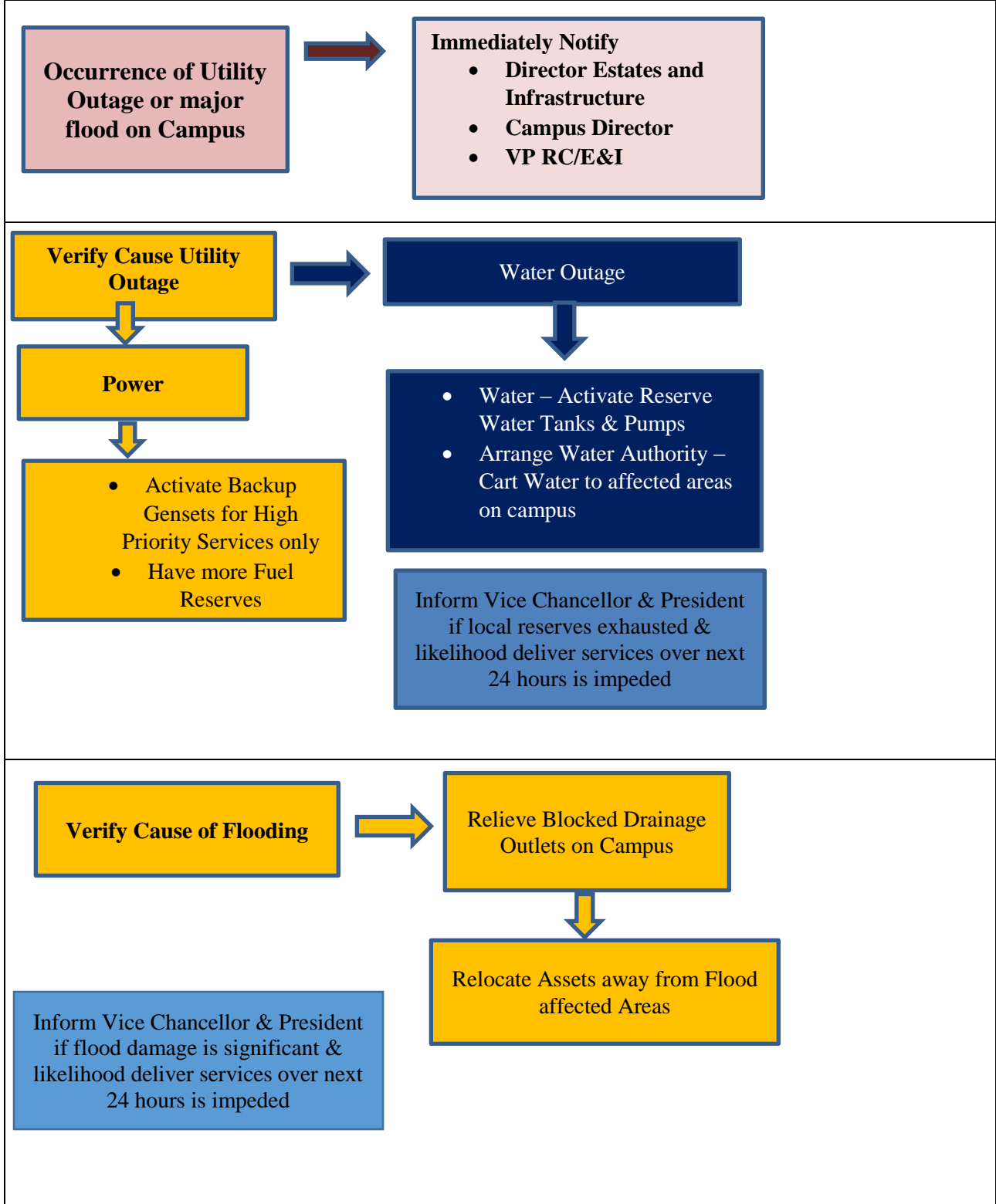
Earthquake

USP DISMAC PROCEDURE 04 EARTHQUAKE
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|---|---|
| <p>Vice Chancellor & President</p> | <div data-bbox="293 380 682 514" style="border: 1px solid black; background-color: #00aaff; color: white; padding: 10px; display: inline-block; margin-right: 20px;"> <p>Call a Meeting of USP DISMAC</p> </div> <div data-bbox="816 380 1247 548" style="border: 1px solid black; background-color: #ffff00; padding: 10px; display: inline-block;"> <p>Meeting Venue NACR Conference Room Admin Bldg. Laucala Campus</p> </div> |
| <p>USP DISMAC</p> | <div data-bbox="324 646 1266 1318" style="border: 1px solid black; background-color: #f0e6e6; padding: 20px;"> <p style="text-align: center;">EARTHQUAKE – USP DISMAC MEETING AGENDA ITEMS</p> <ol style="list-style-type: none"> 1. Earthquake Impact Report – Campus Director /OHS Coordinator 2. Infrastructure Damage Report – VP RC / E&I 3. Digital Services Impact & Report – VP P&Q / DS 4. Student Learning & Teaching Services Impact & Report – DVC LTSS 5. Communications with Staff, Students, Sponsors – DVC RI&I 6. Confirm Alternative Space Options – Vice President RC/E&I 7. Confirm Insurance Requirements – Director Assurance Compliance 8. Confirm Disaster Response Funding Availability – EDF 9. Confirm Press Release – Vice Chancellor & President <p style="text-align: center;"><i>+ Other pertinent Issues</i></p> </div> <div data-bbox="380 1306 1019 1444" style="border: 1px solid black; background-color: #00b050; color: white; padding: 10px; margin-top: 10px;"> <p>All Members to provide Daily Update Reports to Chair within 1 day of incident, continue until ALL CLEAR is given</p> </div> |
| <p>Vice - Chancellor & President</p> | <div data-bbox="393 1549 862 1654" style="border: 1px solid black; background-color: #00aaff; color: white; padding: 10px; text-align: center; margin: 0 auto; width: 80%;"> <p>ALL CLEAR</p> </div> |

Major Flood/Major Utility Outage

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USP DISMAC PROCEDURE 05 Flood / Utility Outage
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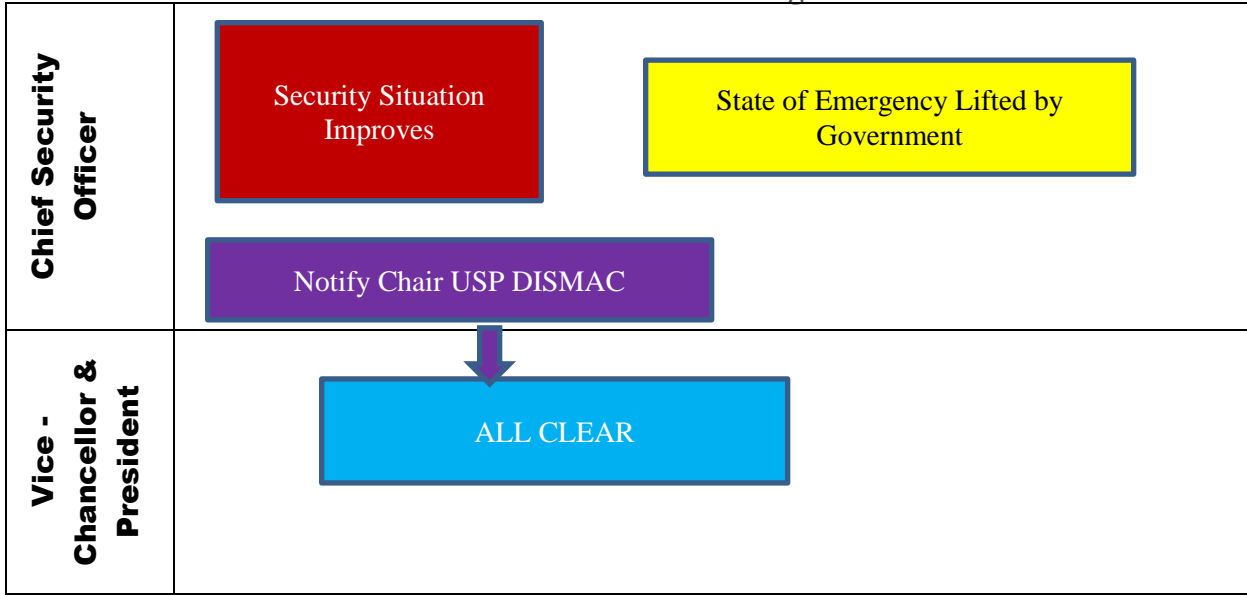
| | |
|--|--|
| Vice Chancellor & President | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 10px; text-align: center;"> Call a Meeting of USP DISMAC </div> <div style="border: 1px solid black; background-color: #ffff00; padding: 10px; text-align: center;"> Meeting Venue NACR Conference Room Admin Bldg. Laucala Campus </div> </div> |
| USP DISMAC | <div style="border: 1px solid black; background-color: #fce4d6; padding: 20px; margin-bottom: 10px;"> <p align="center">Flood /Utility Outage – USP DISMAC MEETING AGENDA ITEMS</p> <ol style="list-style-type: none"> 1. Utility / Flood Report – Campus Director /Director Estates & Infrastructure 2. Infrastructure Damage Report – VP RC / E&I 3. Digital Services Impact & Report – VP P&Q / DS 4. Student Learning & Teaching Services Impact & Report – DVC LTSS 5. Communications with Staff, Students, Sponsors – DVC RI&I 6. Confirm Alternative Space Options – Vice President RC/E&I 7. Confirm Insurance Requirements – Director Assurance Compliance 8. Confirm Disaster Response Funding Availability – EDF 9. Confirm Press Release – Vice Chancellor & President <p align="center"><i>+ Other pertinent Issues</i></p> </div> <div style="border: 1px solid black; background-color: #008000; color: white; padding: 10px; text-align: center; margin-bottom: 10px;"> All Members to provide Daily Update Reports to Chair within 1 day of incident, continue until ALL CLEAR is given </div> |
| Vice - Chancellor & President | <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 10px; text-align: center; margin-bottom: 10px;"> ALL CLEAR </div> |

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Civil Unrest

| USP DISMAC PROCEDURE 05 CIVIL UNREST PAGE 1 of 1 | |
|---|--|
| Chief of Security | <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid black; background-color: #00b0f0; padding: 5px; width: 20%;"> Notification of Security Unrest </div> <div style="border: 1px solid black; background-color: #ffff00; padding: 5px; width: 20%;"> Declaration of State of Emergency by Government </div> </div> <div style="border: 1px solid black; background-color: #4a7ebb; padding: 5px; width: 30%; margin-top: 10px; margin-left: 10%;"> Notify USP DISMAC Chair </div> |
| Vice Chancellor & President | <div style="border: 1px solid black; background-color: #4a7ebb; padding: 5px; width: 40%; margin-left: 10%;"> Call Meeting of USP DISMAC </div> |
| USP DISMAC | <div style="border: 1px solid black; background-color: #f0d0d0; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">CIVIL UNREST – USP DISMAC MEETING AGENDA ITEMS</p> <ol style="list-style-type: none"> 1. Security Situation Report – Campus Director /OHS Coordinator 2. Infrastructure Damage Report – VP RC / E&I 3. Digital Services Impact & Report – VP P&Q / DS 4. Student Learning & Teaching Services Impact & Report – DVC LTSS 5. Communications with Staff, Students, Sponsors – DVC RI&I 6. Confirm Alternative Space Options – Vice President RC/E&I 7. Confirm Insurance Requirements – Director Assurance Compliance 8. Confirm Disaster Response Funding Availability – EDF 9. Confirm Press Release – Vice Chancellor & President <p style="text-align: center;"><i>+ Other pertinent Issues</i></p> </div> <div style="border: 1px solid black; background-color: #008000; color: white; padding: 5px; width: 40%; margin-left: 10%; margin-top: 10px;"> All Members to provide Daily Update Reports to Chair within 1 day of incident, continue until ALL CLEAR is given </div> |

USP Disaster Management Plan



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Forms

Declaration of Campus Emergency



DECLARATION OF STATE OF CAMPUS EMERGENCY

Under the USP Disaster Management Policy, the Vice-Chancellor or his/her nominee is authorized to declare a state of university or campus emergency

Scope of Emergency Powers

Implementation of Emergency powers is limited to within boundary of university owned campuses and centers

Emergency Powers enabled within this Declaration includes

- Suspension of all academic and work activities within campus
- Evacuation of persons working or residing within campus
- Acquisition of staff and / or external contractors to assist in emergency operations within the campus
- Acquisition of campus buildings, vehicles or equipment, outdoor parks and grounds.
- Acquisition Use of university media resources for emergency communications to staff and students
- Imposition of Movement Restrictions and curfews of persons or vehicles within campus boundary
- Waiver of financial procurement processes and delegations
- Imposition of rationing of water , power , internet and other services within the campus
- Closure of campus roads , buildings , structures and outdoor areas and fields within campus boundary
- Entry of statutory emergency responders like Police, National Fire Authority and Ambulance services, Military, Utility service providers and forensic teams into campus to assist with emergency operations.
- Removal of damaged or contaminated materials , structures, trees, crops

Duration of Emergency Declaration

The campus emergency declaration remains in effect for a period of 7 days of its issuance or until it is renewed for extended period or cancelled earlier by the Vice-Chancellor or his/her delegate.

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Declaration of Campus State of Emergency Form

| | | |
|--|------------------------|-------------------------------|
| Campus Affected | | |
| Country | | |
| Incident Controller – Name & Office | | |
| Is the campus emergency part of national emergency <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If Yes has national declaration / advisory been issued by country disaster management office <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Nature of Disaster | | Explain |
| <input type="checkbox"/> Major Fire / Explosion | | |
| <input type="checkbox"/> Natural Disaster Cyclone, Tsunami | | |
| <input type="checkbox"/> Major Outage | | |
| <input type="checkbox"/> Civil Unrest | | |
| <input type="checkbox"/> Others please state | | |
| Emergency Powers Enacted | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Closure of Campus until further notice <input type="checkbox"/> Suspension of all academic and work activities within campus <input type="checkbox"/> Evacuation of persons working or residing within campus <input type="checkbox"/> Acquisition of staff and / or external contractors to assist in emergency operations within the campus <input type="checkbox"/> Acquisition of campus buildings, vehicles or equipment, outdoor parks and grounds. <input type="checkbox"/> Acquisition Use of university media resources for emergency communications to staff and students <input type="checkbox"/> Imposition of Movement Restrictions and curfews of persons or vehicles within campus boundary <input type="checkbox"/> Waiver of financial procurement processes and delegations <input type="checkbox"/> Imposition of rationing of water , power , internet and other services within the campus <input type="checkbox"/> Closure of campus roads , buildings , structures and outdoor areas and fields within campus boundary <input type="checkbox"/> Entry of statutory emergency responders like Police, National Fire Authority and Ambulance services, Military, Utility service providers and forensic teams into campus to assist with emergency operations. <input type="checkbox"/> Removal of damaged or contaminated materials , structures, trees, crops | | |
| I hereby activate the following emergency powers to be done as is necessary by the incident controller as is dictated within this declaration for this campus and the USP Disaster Management Policy | | |
| Declaration Enacted | Vice-Chancellor | Acting Vice-Chancellor |
| Date / / | Signature | Signature |
| Time | | |
| Declaration Revoked | Vice-Chancellor | Acting Vice-Chancellor |
| Date / / | Signature | Signature |
| Time | | |