

Occupational Health and Safety

Disaster Management Policy

Policy Number: 1.6.4.12
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 Purpose

- 1.1. The purpose of this policy is to provide a mandate for the University to deploy a Disaster Management Plan, which shall enable staff to respond to campus and university wide disasters in a timely and effective manner and to facilitate appropriate decision-making that protects life, minimizes damage and business interruptions.
- 1.2. This policy must be read in conjunction with:
 - USP Disaster Management Plan 1.6.4.12 (a)
 - USP Disaster Management Committee Terms of Reference 1.6.4.12 (b)
 - USP Campus Disasters Management Plan 1.6.4.12 (c)

2 Policy Principles

- 2.1. The University recognizes its duty of care to minimize risk to and protect its human and physical resources in all its campuses.
- 2.2. The University shall prepare for potential disaster events by having an effective disaster management system that reduces risk and increases organizational resilience.
- 2.3. The University shall:
 - 2.3.1. Form a Disaster Management Committee chaired by the Vice-Chancellor & President;
 - 2.3.2. Ensure that Disaster Management plans is in place and regularly reviewed and updated;
 - 2.3.3. Ensure adequate procedures are in place to respond to disasters;
 - 2.3.4. Ensure adequate resources are allocated in the university's annual budget to ensure the efficient and effective implementation of disaster response procedures;
 - 2.3.5. Ensure an Emergency Communications Plan is in place, regularly reviewed and updated; and
 - 2.3.6. Comply with relevant National Legislation of the member countries and collaborate in emergency response as appropriate.

3 Application and Scope

- 3.1. This policy applies to all staff, students, visitors and USP contractors on USP property.
- 3.2. Exclusions /Special Conditions

This policy does not cover:

- 3.1.1. USP Campuses, facilities located on commercially rented sites that are co-located with other organizations have special considerations and relationships that may affect implementation of this policy.
- 3.1.2. Any directives given by the National Disaster Management Office during a declared national or provincial state of emergency, takes precedence over those of the University, this includes curfews, rationing of utility & services supply.

4 Roles and Responsibilities

The following parties will have specific responsibilities under this policy:

- 4.1. The University Council shall:
 - 4.1.1. Approve the University Disaster Management Policy;
 - 4.1.2. Seek periodic assurance from Vice-Chancellor & President that the University Disaster Management Plan is being implemented and reviewed.
- 4.2. Vice-Chancellor & President shall:
 - 4.2.1. Chair the Disaster Management Committee and direct its operations;
 - 4.2.2. Approve the Disaster Management Plan;
 - 4.2.3. Ensure the Disaster Management Plan is implemented throughout the university;
 - 4.2.4. Report to university council on all matters pertaining to disaster management within the University; and
 - 4.2.5. Update the Chair of Council.
- 4.3. University Disaster Management Committee shall:
 - 4.3.1. Create Disaster Management Plans for the Laucala campus and regional campuses and ensuring that resources are provided to implement disaster management plans efficiently;
 - 4.3.2. Ensures that all staff and students in the various campuses are made aware of their responsibilities in disaster management;
 - 4.3.3. Meet as directed by the Chair, to manage and monitor disasters response activities and to review disaster management planning in their areas of responsibility;
 - 4.3.4. Report and provide advice to the Vice-Chancellor & President on all activities pertaining to disaster management in their areas of responsibility.

5 Related Policies, Plans and Documents

- 5.1. Related Plans and Policies:
 - 5.1.1 USP Disaster Management Plan
 - 5.1.2 USP Campus Disaster Management Plan
 - 5.1.3 USP Disaster Management Committee –Terms of Reference (TOR)
- 5.2. Other Documents
 - 5.2.1 USP Member Country National Legislations
 - 5.2.2 International Standards:
 - ISO 31000 Risk Management
 - AS 3745 – 2010 Planning For Emergencies in Facilities