

Policies and Procedures

Disaster Management (DISMAC Policy)



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Responsible Officer: Vice President (Regional Campuses, Estates & Infrastructure)
Policy Editor/Contact: Director Estates and Infrastructure
Approving Authority: Executive Committee
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1. Purpose

This Policy provides a mandate for the University to establish a system to manage the response to University-wide and local campus risks.

2. Objective

To enable staff to respond to campus emergencies and University-wide disasters in a timely and effective manner, and to facilitate appropriate decision-making that safeguards life, University assets and business activities.

3. Definitions

TERM	DEFINITION
Disaster	a natural hazardous event and includes the occurrence of a major misfortune which disrupts the basic fabric and normal functioning of the society or community, or an event or series of events which give rise to casualties, and/or damage or loss of property, infrastructure, essential services or means of livelihood on a scale which is beyond the normal capacity of the affected communities to cope with unaided. (Fiji Natural Disaster Management Act, 1998).
Emergency	something dangerous or serious, such as an incident or accident on campus, that happens suddenly or unexpectedly and needs fast action in order minimize physical harm and or unnecessary losses to USP assets or significant interruptions to USP business activities.
Disaster Management	Systematic method of managing local campus emergencies as well as university wide disaster preparedness, response and recovery arising from various hazards and situations by mobilizing resources and personnel with the aim of safeguarding life, assets and business activities.
Disaster Response Plan	A specific plan that articulates particular processes and resource requirements, that is activated by the University in response to a specific disaster situation or emergency event.
Disaster Management Communications	aims to prevent and mitigate harm from disasters, prepare the staff, students and visitors to the campus before a disaster,

TERM	DEFINITION
	disseminate information during disasters and aid subsequent recovery

4. Policy

The University shall, reasonably, undertake the following:

- 4.1. Strategically plan and support **disaster management** in compliance with national legislation and international best practice;
- 4.2. Establish a **Disaster Management System (DISMAC System)** that equips all University Campuses and Centres to prepare and respond to identified and emerging hazards and risks, in cohesion with local and national emergency response plans and services;
- 4.3. Integrate disaster management into USP's business processes and promote awareness and preparedness to staff and student for disaster management at all Campuses;
- 4.4. Establish a **Disaster Management Committee (DISMAC)**, chaired by the Vice-Chancellor & President. The USP DISMAC shall be responsible for the following:
 - (i) regularly review USP's risks to life, property and business activities;
 - (ii) establish, resource and test all **University Disaster Response Plans**;
 - (iii) ensure the timely activation of USP's Disaster Management Response Plans when triggered by the University and or local and national disaster management systems for alerts and warnings;
 - (iv) approve supplementary disaster response funding and resources appropriate to the disaster situation;
 - (v) review reported disasters and emergency events for continuous improvement of the entire system and the individual Disaster Response Plans;
 - (vi) ensure a **Disaster Management Communications Plan** is in place, appropriate to each disaster or emergency event and is regularly tested to remain effective.

5. Special Conditions

USP's operations in any thirdparty commercially rented facilities, including those that are co-located with other organizations will be further subject to the terms and conditions of the leases and agreements for those sites.

6. Related Policies and documents

This Policy shall be read together, but not limited, with the following:

USP Disaster Management Committee Terms of reference
 Security Policy
 Human Resources Management
 OHS Policy
 Risk Management Policy
 Communications Policy

Building Maintenance Policy
Capital Building Projects Policy