



POLICY ON EMERGENCY RESPONSE MANAGEMENT

POLICY NUMBER:	AC-23-002
REVISION NUMBER:	Revision D
TITLE:	Policy On Emergency Response Management
DATE OF APPROVAL:	February 15, 2023
SUPERSEDES:	2013-03-POL, Revision C
DATE OF IMPLEMENTATION:	March 1, 2023
STRATEGIC PLAN GOAL(S):	The policy must support a goal(s) in the University's current Strategic Plan.
FREQUENCY OF REVISION:	Every 3 years
PROJECTED DATE OF REVISION:	March 1, 2026
PURPOSE OF THE POLICY:	This policy is The University's key emergency preparedness and management document and is intended as The University's guide for the safety of lives and property in emergency situations on the college campuses and sites, through effective use of institutional resources. Its objectives are to minimize or eliminate injury and trauma, property damage, and to minimize disruption to normal operations of The University in emergency situations. It recognizes that field modifications might be necessary to respond most appropriately to a given emergency.
ACCOUNTABILITY:	Vice President, Operations
RELATED POLICIES:	Crisis Communications Policy
APPENDICES:	None

1. OVERVIEW

This Policy applies to all students, employees, and visitors to all buildings and properties owned and operated by The University.

1. DEFINITIONS

CLASSIFICATIONS OF EMERGENCIES

1.1 Minor Event: An occurrence which affects only a small part of The University community or property and does not affect its overall operations. Examples include, but are not limited to:

- Death or illness of a person on campus, not as a result of a crime
- Small, localized fire that is contained to a small area and is not growing
- Isolated power outage is confined to one or two buildings or sections of a building
- Small, localized hazardous material spill less than one liter and has a hazard rating below 2 in all hazard categories that can be cleaned up by lab personnel without putting themselves or others in danger

1.2 Major Event: a serious emergency which completely disrupts one or more operations. Examples include, but are not limited to:

- **Bomb threat**
- **Crimes such as assault or arson**
- **Fire limited to one building**
- **Civil disturbance**
- **Widespread power outage or communication system failure**
- **Building collapse**

1.3 Crisis: A University or island-wide emergency which impedes or halts the operations of The University. Examples include, but are not limited to:

- **Major weather event, for example, hurricane or flooding**
- **Major fire in more than one building**
- **Bomb**
- **Shooting(s)**
- **Major public health crisis (including but not limited to an epidemic or pandemic or other infectious disease outbreak)**

2. EMERGENCY RESPONSE AUTHORITIES

2.1 In the event of an emergency, campus response efforts will be led by the Vice President, Operations (Emergency Coordinator - New Providence), who will oversee the efforts of The University's Emergency Response Team (ERT) and Area Managers. In the absence of the Vice President, Operations, the Vice President, Administrative Services will assume this responsibility. In the event of an emergency that reaches proportions that cannot be handled by routine measures, the President or the President's designee may declare a campus "state of emergency."

3. COORDINATION OF EMERGENCY RESPONSE

3.1 Emergency Coordinator

3.1.1 There will be an Emergency Coordinator at both the New Providence and Grand Bahama campuses. The Vice President, Operations shall be the Emergency Coordinator for New Providence or their designee; the Campus President and Executive Vice President, UB-North shall be the Emergency Coordinator for Grand Bahama or designee, both of whom shall report directly to the President in the event of an emergency.

3.1.2 Emergency Coordinators and Emergency Response Teams shall not be assigned to University sites outside of New Providence and Grand Bahama. Given the significantly smaller size of such properties and corresponding campus/site population sizes. Area Managers and alternates (see 5.4) with the support of local emergency services are considered sufficient to meet emergency needs.

3.2 Responsibilities of the Emergency Coordinator

3.2.1 Determining the type and magnitude of the emergency and establishing the appropriate emergency command centre.

3.2.2 Initiating immediate contact with the President, Executive Vice President, Vice President, Academic Affairs, and the Emergency Response Team.

3.2.3 Convening the Emergency Response Team.

3.2.4 Overall coordination of the Emergency Response Team and all Area Managers.

3.2.5 Initiating assessment of The University's condition.

3.2.6 Briefing the Crisis Communication Team.

3.2.7 Notifying appropriate external organisations and emergency services and liaising with them, as would be necessary.

3.2.8 Performing other duties as may be required by virtue of the campus emergency.

3.2.9 Providing a written report to the President detailing the final outcome of the emergency.

3.3 Emergency Response Team

3.3.1 In New Providence, the Team's composition and corresponding responsibilities are as follows:

- **Director of Physical Plant (or designee):** 1. Coordinate contact with the Ministry of Works and related agencies as required. 2. Coordinate contact with contractors and relevant companies engaged in capital works on University's campuses, as appropriate. 3. Coordinate appropriate response by Physical Plant Department personnel, as per their assigned areas of responsibility.
- **Director of University Police:** Coordinates contact with police, fire services, ambulance, and related emergency response agencies, as required.
- **Assistant Vice President, University Relations (or designee):** 1. Coordinate all internal and external communications. 2. Coordinate communication with relevant national emergency agencies for information, for the purpose of providing such information to the relevant University communities. 2. Coordinate dissemination of appropriate information to media houses.
- **Vice President, Student Affairs (or designee):** Liaises between the University of the Bahamas Student Government Association and any other relevant student groups, to ensure a timely and appropriate flow of information.
- **Director, Residence Life (or designee):** Oversee the coordination of appropriate response at The University's Residential facility and will be responsible for ensuring that residents are kept abreast of any relevant information.
- **Director, Counselling and Health Services (or designee):** 1. Coordinate counselling assistance as may be required and in situations where emergency care

is needed. 2. Coordinate assistance as appropriate, including, if necessary, the notification of emergency medical services.

- **Chief Information Officer (or designee):** Coordinate appropriate safety, recovery, and relevant technical measures as they relate to The University's information technology, and as appropriate, liaise with the Assistant Vice President, University Relations to ensure effective use of electronic communications.
- **Vice President, Finance & Business Enterprise (or designee):** Coordinate timely access to funding as may be necessary.
- **University Secretary (or designee):** As appropriate, be responsible for the timely dissemination of relevant reporting to the Board of Trustees.
- **Enterprise Risk Management Director (or designee):** Question To ensure that the university is compliant, to identify access, evaluate and mitigate any risk that may occur as a result of an event or crisis.

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- 3.1.2.** In Grand Bahama, the team's composition and corresponding responsibilities will mirror New Providence as far as is practicable, with modifications deemed appropriate by the Campus President of UB-North.

3.4 Emergency Command Centre

When an emergency occurs or is imminent, the Emergency Coordinator will establish the Command Centre based on the nature of the emergency. The Keva M. Bethel boardroom will be the official command centre in New Providence.

In Grand Bahama, the Centre will be located at an appropriate space identified by the Campus President, UB-North.

Such establishment shall include determination of the equipment necessary to render the Centre satisfactorily operational; and the assignment of staff and deployment of vehicles as needed.

Campus Security Personnel should be placed at the the emergency scene, and at least one security officer should be posted at the Command Centre at all times during an emergency.

Command Centre equipment and supplies shall include:

- Barricades, barrier tape and signs for the scene
- Portable two-way radios, satellite phones and cell phones
- Portable public address system
- Safety and medical supplies
- Campus maps and building floor plans
- Campus and local telephone directories
- Direct telephone line
- Portable computing and internet access

3.5 Area Managers

Area Managers will be selected by the Emergency Response Team by February 1st of each year and shall hold the post for a year. They shall assign employees to function as Emergency Wardens. Together, Area Managers and Emergency Wardens have four primary responsibilities, as follows:

1. Informing the relevant authority/authorities of the emergency and the exact location.
2. Informing all area constituents of the emergency.
3. Ceasing all operations and/or facilitating an orderly evacuation of the impacted area, if required by the ERT.
4. Conducting a post-evacuation headcount and reporting to the Command Centre or a designated ERT member, as needed.

3.5.1 Area Manager Assignments: Area Managers will be assigned to designated areas. In the case of evacuation, each area will include a designated assembly point. Assembly areas should be no less than 500 feet away from the affected emergency area. Assignees, respective areas, and assembly points are indicated in the Emergency Response Management Area Manager Assignments document (See Appendix C).

3.6 Emergency Wardens

Emergency Wardens are assigned to designated areas and are to assist the Area Managers. Their duties include:

1. Assisting persons during an emergency, as needed.
2. Inspecting emergency equipment.

3. Checking emergency exit doors and routes, for their designated area, ensuring that they are unobstructed.
4. Making a final sweep of the designated area and reporting results to the Area Manager.

3.7 Other Core Responsibilities

3.7.1 Emergency Response Team

The two principal areas around which the Team's response should be guided are damage control and campus safety.

3.7.2 Damage Control: The Director, Physical Plant with assistance from the Vice President, Operations, is the lead person for coordination of the following:

- Ensuring provision of adequate and appropriate equipment to personnel to ensure proper shutdown procedures are performed.
- Ensuring hazardous area/areas are properly and safely controlled.
- Erection of needed barricades.
- Preparing damage assessment updates and reports.
- Timely clearance of debris.
- Completion of emergency repairs.

establishing protocols/processes and procedures for the proper protection of all emergency equipment.

- Ensuring the provision of vehicles, equipment, and operators for movement of personnel and supplies, and assignment of vehicles to the Emergency Response Team, as required for emergency use.
- Obtaining the assistance of utility companies as required for emergency operations.
- Ensuring the provision of emergency power and lighting systems as required.
- Surveying habitable space and relocation of essential services and functions.

- Ensuring the provision of facilities for emergency regenerator fuel during actual emergency or disaster periods.
- Coordinating with area managers for liaison and necessary support.

3.7.3 Campus Safety: As circumstances might dictate, the Director of University Police & Security with the assistance of the Director for Health & Safety Services, the Director for Counselling & Health Services and or their designee(s), are the lead persons for coordination of the following:

- Maintaining safety and securing offices and relevant outposts in a state of constant readiness
- Notifying the Emergency Coordinator and Assistant Vice President University Relations of major incidents and emergencies
- Monitoring campus emergency warning and evacuation systems
- Taking immediate and appropriate action to protect life and property, and to safeguard records as necessary
- Obtaining assistance from external officials for health and related service monitoring and first aid as needed
- Providing traffic control, access control, perimeter and internal security patrols and fire prevention services as required
- Providing and equipping an alternate site for the Emergency Command Centre
- Liaising with the Chief Information Officer to ensure telecommunications support as necessary

Each Employee Supervisor is responsible for assisting Area Managers and Emergency Wardens, by informing students and/or employees, under their direct report, of the emergency condition and initiating outlined emergency procedures.

4. Notification System

4.1 For situations requiring immediate police, fire or medical response to preserve life or property, external emergency services should be notified immediately, by dialing 919 or 911, followed by notification to University Police Campus Security at Security Control Room ext. 4566. If the emergency occurs on the University of The Bahamas-North Campus, the Campus President shall be informed immediately after the relevant external agency has been notified.

4.2 For all other situations, University Police Campus Security must be notified in the first instance.

4.3 Upon notification to University Police Campus Security, the officer on duty receiving the information shall notify the Director of University Police, who shall inform both the Emergency Coordinator and the Assistant Vice President, University Relations.

4.4 If the emergency involves a student, the Vice President of Student Affairs shall be informed at the earliest opportunity by the Director of University Police.

4.5 The Emergency Coordinator shall determine the type and magnitude of the emergency and depending on same will proceed as per the relevant Emergency Response Management guidelines.

5. History

5.1 The history table documents significant changes so that the evolution of the policy is recorded.

Revision	Date	Changes to Policy/Comments
C	May 8, 2020	<ul style="list-style-type: none"> • Changes of the denotations of "College" to "University". • Amendment of accountability to the directive of the Vice President, Operations. • The addition of the Vice President, Administrative Services to 4 Emergency Response Authorities, as the designated authority in the absence of the Vice President, Operations. • The change of 6.4 Notification Systems from the "Vice President, Student Affairs" to the directive of the "Dean of Students," if the emergency involves a student. • The exclusion of the outlined job titles "Security Officer," "Physical Plant Officer," "Office of Information Technology Supervisor," and "Librarian," and

AC-23-002

		descriptions from 4.3 Emergency Response Teams .