

Policy on Emergency Response Management

Title:	Emergency Response Management
Policy number:	POL 012
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/yyyy)
Date of Board approval if required	(06/12/2023)
Effective date of implementation	(06/12/2023)
Frequency of review required	2 years
Replacing or superseding information	2013-03-POL, Revision C
Revision number	4
Responsible Office	Office of Health & Safety
Accountable Officer	Vice President, Operations
Related legislation, regulation, policy, or policies	Crisis Communications Policy
Appendix/Appendices	None

1. **Authority**

Board of Trustees

2. **Purpose**

To minimize or eliminate injury, trauma, and property damage, and to minimize disruption to normal operations of The University in emergency situations.

3. **Scope**

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

4. **Definitions**

Minor Event: An occurrence which affects only a small part of The University community or property and does not affect its overall operations.

Major Event: a serious emergency which completely disrupts one or more operations.

Crisis: A University or island-wide emergency which impedes or halts the operations of The University.

5. **Policy Statement**

5.1. **Emergency Response Authorities**

5.1.1. 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.

5.1.2. In the absence of the Vice President, Operations, the Vice President, Administrative Services will assume this responsibility.

5.1.3. 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".

5.2. **Coordination of Emergency Response**

5.2.1. Emergency Coordinator: 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, 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.

5.2.2. 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.

5.2.3. Responsibilities of the Emergency Coordinator:

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

- Initiating immediate contact with the President, Executive Vice President, Vice President, Academic Affairs, and the Emergency Response Team.
- Convening the Emergency Response Team.
- Overall coordination of the Emergency Response Team and all Area Managers.
- Initiating assessment of The University's condition.
- Briefing the Crisis Communication Team.
- Notifying appropriate external organizations and emergency services and liaising with them, as would be necessary.
- Performing other duties as may be required by virtue of the campus emergency.
- Providing a written report to the President detailing the final outcome of the emergency.

5.2.4. Emergency Response Team: 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):** 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.
- 5.2.5. 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.

5.3. **Emergency Command Centre**

- 5.3.1. 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.
- 5.3.2. In Grand Bahama, the Centre will be located at an appropriate space identified by the Campus President, UB-North.
- 5.3.3. 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

5.4. **Area Managers**

- 5.4.1. Area Managers will be selected by the Emergency Response Team by February 1st of each year and shall hold the post for a year.
- 5.4.2. Area Managers shall assign employees to function as Emergency Wardens

5.5. **Emergency Wardens**

- 5.5.1. Emergency Wardens are assigned to designated areas and are to assist the Area Managers.

5.6. **Notification System**

- 5.6.1. 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.
- 5.6.2. For emergencies occurring on the University of The Bahamas-North Campus, the Campus President shall be informed immediately after the relevant external agency has been notified.
- 5.6.3. For all other situations, University Police Campus Security must be notified in the first instance.

6. History

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 descriptions from 4.3 Emergency Response Teams.