National University of Science and Technology

Think in Other Terms

PROPOSED NUST DISASTER PREPAREDNESS AND RESPONSE POLICY

1.0   INTRODUCTION

1.1   Scope

The National University of Science and Technology (NUST) like any other large Organization is potentially subject to both natural and anthropogenic hazards that can threaten its core academic mission, institutions and environment. In any emergency, the University's priority is the safety and well-being of students, employees, faculty and the public from the effects of critical incidents and emergencies. This University Emergency Management Plan (EMP) is geared towards the establishment of a framework to ensure that the Institution is prepared to deal with emergencies or threats to community safety on campus by taking an all-hazards approach. The Plan is intended to describe the roles and responsibilities of the University Departments as well as their relationships with state and local government agencies that may support them should the situation warrant. This plan may be activated in response to a regional or national crisis that affects the University. Any emergency that affects students, faculty, and staff community is considered a University emergency. The EMP guides preparedness, response, recovery, and mitigation actions and may be activated during any of the following incidents, which may include, but are not limited to:

1.1.1   Transportation

1.1.2   Epidemics

1.1.3   Chemical

1.1.4   Biological

1.1.5   Radiation

1.1.6   Civil Disorder

1.1.7   Cyber Attacks

1.1.8   Earthquakes

1.1.9   Extreme Weather

1.1.10 Cyclones

1.1.11 Explosions

1.1.12 Fires

1.1.13 Floods

1.1.14 Hostage Situations

1.1.15 Medical

1.1.16 Structural Collapse

1.1.17 Utility Emergencies

1.2   Emergency Plans should:

1.2.1   include a risk assessment that would ideally address threat, consequence, and vulnerability

1.2.2   be developed in coordination with state and local community partners (law enforcement, fire personnel, local government and public health agencies, among others)

1.2.3   include establishment of an Incident Command System (ICS)

1.2.4   be in alignment with the National Incident Management System

1.2.5   include the use of exercises, drills, and training; and continuously reviewed, practiced and updated

1.3   Purpose of the Plan

The purpose of this policy is to provide a mandate for emergency management activities within the University, and to facilitate appropriate decision-making that protects life, limits damage and minimises business disruption for the benefit of the University, its communities, and its operations.

1.4   The primary objectives of the Emergency Plan are to:

1.4.1   contribute to the protection of life, property and the environment

1.4.2   contribute to the safety of students, staff and visitors

1.4.3   minimize disruption of university operations and activities

1.4.4   effectively work with internal resources and external partners during emergency operations

1.4.5   restore the university to normal operations after an Emergency

1.5   Hazard Summary

After a Hazard assessment

2.0. EMERGENCY OPERATIONS PLAN

2.1 Statement of Policy

This Plan is intended to be a comprehensive administrative plan for the protection of life and property at the National University of Science and Technology. It is compatible with the doctrines and methods expressed in the Civil Protection Act Chapter 10:06, the National Response Plan (NRP), and other similar directives.

2.2 Plan Applicability

The policies and procedures contained in this plan will be followed by any administrator, faculty member, or staff member, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of the Zimbabwe's National Response Plan (NRP), and all applicable local and state laws, ordinances, and regulations.

2.3 Plan Implementation

Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the Vice-Chancellor or his/her designee may declare a State of Emergency and shall cause implementation of this Plan by a designated **Incident Commander.**

2.4 Plan Assumptions:

2.4.1 General Assumptions

This Plan anticipates the problems likely to be encountered during a major emergency or disaster. Emergency planning should be based on worse-case conditions. The following assumptions are made and should be used as general guidelines for reading this plan and used for preparations of Department / Building Emergency Plans:

2.4.1.1   The succession of events in an emergency or disaster is not predictable, therefore published operational plans, including this plan, should serve ONLY as a guide and may require modification in order to meet the requirements of the emergency.

2.4.1.2   A critical incident, crisis or disaster may occur at any time of the day or night, weekend or holiday and with little or no warning.

2.4.1.3   An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.

2.4.1.4   Critical services including electricity, water, information systems, transportation infrastructure, and telecommunications may be interrupted.

2.4.1.5   Disasters may be community-wide and regional or local services may not be available.

2.4.1.6   The decision to declare a Campus State of Emergency **(CSOE)** rests solely with the University Vice-Chancellor or his or her designee.

2.5   Delegation of Authority

The University Council delegates authority to the Vice-Chancellor to take all steps necessary to protect life, prevent or limit further injury, prevent or limit harm to the environment and University infrastructure and assets, and to protect the University's core business of teaching, learning and research in the lead up to, during and directly after an emergency event. During an emergency event, the Vice-Chancellor may sub-delegate this authority to the University Emergency Management Team (UMET) Leader.

2.6   Plan Activation (Incident Response)

The University endorses and adopts the Co-ordinated Incident Management System (CIMS) as the basis for the NUST Emergency

Management System. The NUST Emergency Management System is used for the management of all emergency events. Any directions given by the National Emergency during a declared state of emergency, takes precedence over those of the University Crisis Management Team Leader and/or the Vice-Chancellor, or delegate.

2.7 Involvement of the University Security

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a (CSOE) is declared by the Vice Chancellor, the Security Department will immediately place into effect procedures that are designed to meet the emergency by safeguarding persons and property and maintaining the functioning of the institution.

2.7.1 Persons on Campus Must Be Controlled

During a CSOE, only registered students, faculty, staff, and their affiliates are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention, or arrest in accordance with applicable laws.

2.7.2 Nonessential Persons Shall Be Restricted from the Incident Site

Only faculty, staff, and student volunteers who have been assigned to Incident Management duties or who have been issued a University Emergency Identification Pass (UEIP) by the Security Department will be allowed to enter the immediate incident site.

2.7.3 Communication and Media Relations Duties

Effective communication plays a critical role during any emergency. In almost all emergencies, the University will need to communicate with internal audiences, including students, faculty,

and staff. Depending on the severity of the situation, it is likely that the University will need to communicate with external media sources in order to provide information to wider audiences.

2.7.4 Mutual Aid Assistance Agreements

The University maintains mutual aid assistance agreements with appropriate law enforcement agencies, details of which can be obtained from the Registrar. NUST does not operate its own Fire Services. The campus is protected by Bulawayo City, Fire Department.

All mutual aid agreement contracts are to be retained on-file by the Office of the Vice Chancellor with copies distributed to all affected police, fire, and EMS agencies as well as to other appropriate court and regulatory agencies and entities.

All such agreements may be placed into effect by the IC during an incident after consultation with the Office of Vice Chancellor.

2.7.5 Situation Levels Defined

2.7.6 General Response Guidelines to Campus Conditions

An emergency is defined as:

In addition, the following four definitions are provided to assist Incident Managers to plan for or respond to predicted or existing campus conditions:

2.7.6.1 Normal Campus Conditions (No Emergency)

When normal campus conditions exist, no unusual response or planning activities are necessary.

2.7.6.2 Critical Incident (Minor Emergency)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the university. A critical incident causes significant disruption to the subgroups which affect, but do not disrupt overall institutional operations. During a

critical incident an Incident Command Post (ICP) may be established as determined necessary by the **Campus Security** or his/her designee.

2.7.6.3 Crisis (Major Emergency)

A crisis or major emergency is any event which disrupts the orderly operations of the University or its institutional missions. A crisis affects all facets of the institution and often raises questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Centre (EOC). Major policy considerations and decisions will usually be considered by the university administration during a crisis.

2.7.6.4 Disaster (Severe Emergency)

A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential.

3.0 EMERGENCY OPERATIONS COMMAND STRUCTURE

3.1 The Command Function and the National Incident Management System (NIMS)

Seven critical tasks will be performed by the first responding Supervisor:

3.1.1 The first responding supervisor in the crisis phase of any initial response must perform the following critical tasks as soon as possible:

3.1.2 Secure and Establish Communications and Control

3.1.3 Identify the "Hot Zone" or "Kill Zone"

3.1.4 Establish an Inner Perimeter

3.1.5 Establish an Outer Perimeter

3.1.6 Establish an Incident Command Post

3.1.7 Establish a Staging Area for Personnel and Equipment

3.1.8 Identify and Request Necessary Resources

3.2 Single Command IC (SC)

When the reaction is from NUST alone

3.3 Unified Command IC (UC)

When other stake holders, institutions come in, such as the Police, Fire Brigade among others

3.4 Area Command

For incidents under its authority, the Area Command:

3.4.1 Sets overall agency incident-related priorities

3.4.2 Allocates critical resources according to established priorities

3.4.3 Ensures that incidents are managed properly

3.4.4 Ensures effective communications

3.4.5 Ensures that incident management objectives are met and do not conflict with each other or with agency policies

3.4.6 Identifies critical resource needs and reports them to Emergency Operations Centre (EOC)

3.4.7 Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

3.4.8 Provides for personnel accountability and a safe operating environment

3.5 Incident Management Team (ITM)

The Incident Management Team (IMT) is defined as the NUST personnel assigned to manage an incident.

3.6 Incident Commander (IC)

The Incident Commander, Pro-Vice-Chancellor has overall control of any incident. All decisions that reference campus evacuation, closure or restrictions, postponements and resumptions, and special circumstance personnel policies fall within the purview of the Incident Commander.

3.7 The Command Staff

The Command staff consists of the Incident Commander and the special staff positions of **Director of** Information and Marketing, (SHE) Officer, Public Relations Officer, and other positions that report to the Incident Commander.

The functions of the Command Staff shall include, but not be limited to the following:

3.7.1 advise the Incident Commander of all campus-wide policy matters as they relate to the campus crisis or disaster

3.7.2 assist in the implementation of policy strategies developed to mitigate the effects of the crisis or disaster.

3.7.3 Command Staff shall establish a priority list of issues that reference specific crisis and/or disaster situations, and shall approve all communications initiatives and emergency directions.

3.7.4 Command Staff shall maintain liaison with the City of Bulawayo and all State Emergency Management Agencies

3.8 The Public Information Officer (PIO)

Preparedness and training for emergency media communications procedures shall be conducted under the direction of the Director, Information and Marketing.

The PIO will coordinate all communication functions during emergencies. The PIO will provide timely information on the status of the University and information regarding any emergency measures being undertaken. If required, the University PIO will function through the Joint Information System (JIS) to permit coordinated PIO services whenever subordinate to joint or area command functions.

Communication methods may include, but shall not be limited to, the following:

3.8.1 E-mail messages to all students, faculty and staff or subsets of those groups

3.8.2 Text messages

3.8.3 Voicemail messages

3.8.4 Web-based messages

3.8.5 Establishment of a phone centre with a special hotline number

3.8.6 Information line and help line telephone messages

3.8.7 News releases to the media

3.8.8 News conferences for the media

3.8.9 Loud hailers/Public address systems

4.0 BASIC GUIDELINES TO OBSERVE IN ANY EMERGENCY INCIDENT

4.1 All calls from the news media are to be referred directly to the Director of Information and Marketing or Public Relations Officer

4.2 Only authorized spokespersons such as the University Vice-Chancellor or his or her designee or the Director of Information and Marketing or Public Relations Officer or his/her designee will meet or talk to the media

4.3 Only factual information is released; no speculation is to be offered

4.4 All executive and supervisory personnel should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, especially the media, on behalf of the University

4.5 The Vice-Chancellor and Principal Officers and the Director of Information and Marketing or Public Relations Officer are to be immediately informed of any existing emergency. **Complete details are to be made available to these officials**

4.6 **The Chief Security Officer and (SHE) Officer**

The Chief Security Officer and (SHE) Officer **or their delegates mo**nitor incident operations and advise the IC on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiple agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations.

4.7 **Additional Command Staff Positions**

Additional Command Staff positions may also be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC. For example, legal counsel may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bio-terrorism event.

5.0 CONDUCT OF OPERATIONS

The day-to-day operations shall be initially directed by the Security officials at the scene or by the **appropriate designated Incident Commander (IC).** In the absence of the designated Incident Commander, one of the administrators that fill the positions listed below shall assume the role of the IC

5.1 Operations Section Head

5.2 Planning Section Head

5.3 Liaison Section Head

5.4 Logistics Section Head

6.0 THE GENERAL STAFF

The General Staff is responsible for the functional aspects of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Heads.

6.1 The Operations Section Head

The direct operational control of any campus critical incident, crisis, or disaster is the responsibility of the **Senior NUST Security Department official, acting as the Operations Section Head.** The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams. The Operations Section directs tactical operations at the incident site to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions. The Operations Section is responsible for implementation of the University EOP, to include:

6.1.1 determine the type and magnitude of the emergency and initiate the appropriate Incident Action Plan (IAP)

6.1.2 establish the appropriate ICP or EOC

6.1.3 initiate an immediate liaison with the Vice University Chancellor

6.1.4 notify and use NUST personnel, outside law enforcement agency personnel, student aides and/or other available resources to maintain safety and order

6.1.5 notify members of the Command Staff and advise them of the nature of the incident

6.1.6 liaison with outside organizations such as ZRP, firebrigade, and other emergency response personnel

6.1.7 ensure that notifications are made to appropriate staff members located off-campus

6.1.8 perform related duties as needed during the campus emergency

7.0 THE PLANNING SECTION HEAD

Training and planning activities to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted as necessary under the direction of the Deputy Registrar Administration, **acting as the Planning Section Head.**

7.1 The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any pre-planned or actual incident.

7.2 This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident.

7.3 The Planning Section prepares and documents Incident Action Plans (IAPs) and incident maps and gathers and disseminates information and intelligence critical to the incident.

7.4 The Planning Section Head in cooperation with the Head of Campus Security, the Director of Environmental Health and Safety, and any suitable other person or entity on campus, shall devise, maintain, and distribute as needed an Emergency Communications Plan (ECP) prior to the occurrence of any critical incident. This plan shall be updated at least once each year. It shall describe the status and capabilities of the communications function on campus, and the capabilities related to conducting effective communications

with other public and private emergency response organizations and other key emergency management personnel. The ECP shall provide lists of contact names and numbers, describe the status of communications interoperability, and incorporate all related operational and planning agreements between participants in any emergency.

8.0   THE LOGISTICS SECTION HEAD

Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Centre (EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the **Deputy Registrar Admin, acting as the Logistics Section Chief.** The Logistics Section function includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from offsite locations. It also provides facilities, transportation, supplies, equipment maintenance and fuelling, food services, communications, and medical services for incident personnel. The Logistics Section Head is encouraged to assign a deputy when all designated units are established at an incident site. When the incident is very large or requires a number of facilities with many items of equipment, the Logistics Section may be divided into two branches.

9.0   THE BURSAR

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the Compensation, Claims, Cost, Procurement, Granting Reimbursement and Time Units and is headed by the **Bursar, acting as the Finance/Administration Section Head.** Under the ICS, not all agencies will require every facet of assistance. In large, complex scenarios involving

significant funding originating from multiple sources, the Finance/Administrative Section is an essential part of ICS.

In addition to monitoring multiple sources of funds, this Section Head must track and report to the IC the financial "burn rate" as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers. The Finance/Administration Section Head may also need to monitor cost expenditures to ensure that statutory rules which apply are met. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents.

10.0 LIST OF KEY PERSONNEL

5.1 The Incident Commander

The duties of the Incident Commander (IC) include but are not limited to the following:

5.1.1 Overall emergency response effort of the University

5.1.2 Works with the Incident Command Staff to assess the emergency and to prepare the specific response of the University

5.1.3 Declares and ends the Campus State of Emergency as appropriate

5.1.4 Notifies and conducts liaison activities with University Administration, and the Administration of the City of Bulawayo and state Emergency Management agencies

5.2 The Director, Information and Marketing:

5.2.1 Is responsible for developing communications to be disseminated to internal and external audiences

5.2.2 Establishes the media centre and provides information to the media

5.3 The Senior NUST Security Officer on Duty

The Senior NUST Security Officer on duty:

5.3.1 Maintains NUST facilities in a state of constant readiness during an incident

5.3.2 Initiates the Emergency Notification System – (ENS) as directed

5.3.3 Takes immediate and appropriate action to protect life and property and to safeguard University records as required

5.3.4 Obtains law enforcement assistance from the Ministry of Home Affairs as required

5.3.5 Provides traffic control, access control, perimeter and internal security patrols and coordinates fire and ambulance services as needed

5.4. The Director of Physical Planning, Works and Estates

The following functions will be performed by the Director of Physical Planning, Works and Estates:

5.4.1 Provides equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection

5.4.2 Provides vehicles, equipment and operators for the movement of personnel and supplies, and assigns vehicles as needed

5.4.3 Obtains the assistance of utility companies as required during emergency operations

5.4.4 Furnishes emergency power and lighting systems

5.4.5 Surveys habitable spaces and relocates essential services and functions

5.4.6 Provides and equips primary and alternate sites for the EOC

5.4.7 Assists in the dissemination of all information and directives intended for the on-campus student population

5.4.8 Provides temporary or alternate housing and food service facilities for the on-campus NUST Community Members including students and visitors affected by the disaster or emergency

5.4.9 Provides temporary housing and food services for off campus students who have been directed to remain on campus or who are unable to leave the campus

5.4.10 Provides temporary housing and food services for emergency response personnel and University staff directed to remain on campus for extended periods of time

5.4.11 Provides temporary beds, food, water or other resources as required

5.5 **The Department of Environmental Health and Safety**

The Department of Environmental Health and Safety or designee:

5.5.1 Coordinates with other Operations Section members

5.5.2 Provides an accounting summary of the financial impact of the emergency response, clean-up and recovery efforts

5.5.3 Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to prevent injury to rescue and clean-up personnel, or to prevent unnecessary or further injury to victims

5.5.4 Coordinates rescue and clean-up operations so as to conform to applicable safety, health and environmental regulations

5.5.5 Coordinates with the Director of Research and Innovation to ensure the safe and successful clean-up and disposal of all hazardous materials

5.5.6 Coordinates and has oversight of the activities of outside regulatory, investigative or insurance related agencies

5.5.7 Initiates the request for the spending authority necessary to conduct emergency operations

5.5.8 Obtains funding provided for clean-up and recovery expenses

5.5.9 Monitors campus emergency warning and evacuation systems

5.5.10 Carries out Research and Innovation initiatives

5.6   **Duties of the Director of Physical Planning, Works and Estates**

Each Building Manager, who shall either act as or shall appoint a Building/Facility Safety Officer or a Safety Committee for each campus building/location under their supervision or control, has the following responsibilities prior to and during any emergency:

5.6.1   **Develop Emergency Action Plans**

An Emergency Action Plan for each building or facility shall be developed that will include, but not necessarily be limited to, the following components, equipment, and/or functions:

5.6.1.1 Procedures for reporting a fire or other emergency

5.6.1.2 Procedures for emergency evacuation, including the type of evacuation and exit route assignments

5.6.1.3 Procedures for employees who remain to operate critical plant operations before they evacuate

5.6.1.4 Procedures to account for all employees after evacuation

5.6.1.5 Procedures to be followed by employees performing rescue or medical duties

5.6.1.6 The name or job title of an employee who may be contacted by other employees who need more information about the plan or an explanation of their duties under the plan. In addition, the following subject areas should be considered for inclusion in each Plan:

- Evacuation Warden duties
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures
- Emergency First Aid information
- Specified locations of available emergency equipment, including protective clothing
- Location and maintenance of adequately stocked First Aid kits
- The location and operation of fire extinguishers and other fire suppression equipment
- Lists of available emergency equipment

> ➤ Lists of personnel who would normally be present within each building/facility

5.6.1.7 A revised and updated Emergency Action Plan for each building/facility shall be submitted to the Director of Environmental Health and Safety for approval on the 1st day of November of each year, or more often if needed. The designated Building or Facility Safety Officer/Safety Committee may assist with plan formulation or revision, as required. The Emergency Action Plan for each building and facility should be as concise as possible. Each Department/Division within a specific building shall have at least one copy of the Emergency Action Plan for their building/facility prominently displayed within each major or significant workspace area.

6.0   Review Emergency Action Plans

Each Building/Facility Manager must review the Emergency Action Plan with each employee or student covered by the plan:

6.1   When the plan is developed or the employee/student is initially assigned to the building or facility

6.2   When the employee or student's responsibilities under the plan change

6.3   When the plan is changed:

Building evacuation information shall be distributed to all employees with follow-up discussions, on-the job training or additional explanation as required.

7.0   Other Building/Facility Manager Duties

7.1 Report every emergency to the University Security Department

7.2 Serve as the primary contact person to receive emergency information from NUST Security

7.3 Inform all building employees of any emergency conditions

    7.3.1 Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility

    7.3.2 Maintain emergency telephone communications with University officials from the building or facility or from an alternate site if necessary.

8.0 General Responsibilities for all staff

Each faculty or staff member who supervises university students or other university employees has the responsibility to:

8.1 Educate students or employees to relevant emergency procedures including evacuation procedures for their building or facility

8.2 Inform students and/or staff of any perceived emergency and initiate emergency procedures as prescribed within the Building/Facility Emergency Plan, the Emergency Response Safety pamphlet, and the EOP

8.3 Evaluate, survey, and estimate their assigned building/facility or activity spaces to determine the potential impact of any emergency on their facility

8.4 Report all safety hazards as soon as possible to the building manager or safety officer

8.5 Submit a work order to reduce hazards and to minimize accidents promptly to the Building Manager or Director of Physical Planning, Works and Estates. It is the responsibility of every campus employee to become familiar with the Emergency Action Plan for his/her work

area(s) and to read the University Employee Safety Handbook.

IMPORTANT: Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to their appropriate assembly area outside the building so that a head count can be taken.

9.0   Deans and all Department Heads Duties

Each University Dean and Department Head will develop and implement a business continuity plan for each of their respective areas of responsibility. Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Department Heads, or other critical circumstance that affect the suitability of such plans. A copy of each revised plan will be submitted to the Registrar within thirty days of such revision for approval and retention.

9.0   Emergency Contact List

The confidential Emergency Contact List is retained in the Vice Chancellors office and distributed annually to those specific employees as required.

10.0   Written Operational Procedures Shall Be Devised and Maintained

The head of each campus department or organization with emergency response duties and functions shall prepare and maintain current written Standard Administrative Procedures (SAPs), Standard Operating Guidelines (SOGs), resource lists, checklists, and other documentation as may be required to support the operations of those organizations during critical incident or emergency operations. The oversight for this requirement shall be devised and implemented by the Incident Commander or a designee as soon as practical.

11.0   SITUATION LEVEL-COMMAND/CONTROL/COMMUNICATION

The Initial Responses to a Reported Emergency

Each emergency occurring on-campus shall be reported immediately to the University Security. Upon receiving notification of a reported emergency, the University Security Head shall initiate the following chronology of events:

11.1 **Dispatch a Security Officer to the Scene**

One or more Security Officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster.

11.2 **Dispatch Appropriate EMS/Fire Services**

NUST Security Department shall request appropriate assistance from Fire Services personnel.

11.3 **Dispatch Physical Planning, Works and Estates Staff**

NUST Security Department shall request appropriate assistance from the Director of Facilities Management and Director of Environmental Health and Safety once an emergency or disaster has been identified as one that affects University buildings or other infrastructure in a manner that requires Physical Planning, Works and Estates corrective action.

11.4 **Contact the Director/Chief Security Officer and the Director of Information and Marketing**

UPD dispatch will immediately contact the Chief Security Officer or his/her designee and the Director of Information and Marketing or his/her designee.

11.5 **Contact the Vice-Chancellor**

The NUST Head of Security and Director of Information and Marketing shall contact the University Vice-Chancellor or Pro Vice-Chancellor in the absence of the Vice-Chancellor and inform him/her about the incident.

11.6 Assignment of Emergency Status

After consulting with the University Vice-Chancellor or a designee, the University Security Head will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System (ENS), if appropriate:

12.0 Critical Incident (Minor Emergency)

During a Critical Incident or Minor Emergency, ENS may be activated. Incident Command staff members may not necessarily meet as a group, but will still be advised of conditions. An Incident Command Post (ICP) may be established.

13.0 Crisis (Major Emergency)

During a Crisis or Major Emergency, ENS will be activated. Command Staff members shall report as directed by the Head of Security. An EOC may be activated at the Registrar's Boardroom. An Incident Command Post shall be established.

14.0 Disaster

During a Disaster, the ENS will be activated. All Incident Command Staff members shall report to the ICP or EOC as directed. If a primary site is not available, an alternate ICP or EOC site will be established by the Head of Security. Command Staff members shall report as requested and shall also provide the following items, as appropriate:

14.1   All University property keys checked out to them.

14.2   Pagers

14.3   Cellular phones with extra batteries

14.4   Laptop PC with extra batteries, if any

14.5   Two way radios with extra batteries, if any

15.0 Deactivation of Emergency Incident Operations

At the close of Incident Operations, the Incident Commander will notify the Operations Section Head to begin the stand-down phase of

operations according to the procedures developed as part of the Incident Action Plan for that incident.

16.0   Incident Documentation

Each participating department, section, building, or function manager or supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions.

Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents shall:

16.1   Provide a basis to assess the emergency and evaluate the response

16.2   Identify areas where campus preparedness activities worked well and those areas that need improvement

16.3   Verify all emergency related expenses and document efforts to recover such expenses

16.4   Assist recovery in the event of litigation

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. The Section Head shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

17.0   RESOURCES

17.1   Emergency Assistance Contact Numbers

17.2   Community Involvement – Local, State, and Other Assistance

17.3   Job Action sheets/Executive Checklists

17.5   Memoranda of Understanding, Mutual Aid Agreements, among others

17.6   NUST Maps

18.0   HAZARD-SPECIFIC EMERGENCY RESPONSE PLAN

19.0   CAMPUS-SPECIFIC EMERGENCY RESPONSE PLANS

19.1   Emergency Support Function Annexes

21.3   Exercises and Training

21.3.1 Annual Training

21.3.2 Exercises and Evaluations

/LM