



Disaster/Emergency Preparedness and Management Policy

(Version 1)

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Our Reason for Being

Vision

Riara University aspires to be a Centre of Excellence in Scholarship, Research and Human Resource Development.

Mission

Empowering lives, Impacting communities

Value Statement

Excellence - Strive for Excellence at all times.

Leading by Example- through hard work to demonstrate leadership by taking responsibility for your actions.

Teamwork - If you want to go fast, go alone. If you want to go far, go together.

Integrity - Always be Ethical and Professional in your Conduct.

Innovation -Breakthrough Ideas are rewarding and create value addition in life.

Motto

Nurturing Innovators

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1. Purpose

This policy is to provide guidelines to Riara University in the event of a campus emergency. Riara University Administration will activate the Management Emergency Team (MET) to implement an appropriate Emergency Response plan based on specific emergencies. All members of the University community are expected to be always prepared for emergencies while at work, home or on transit for purposes of responding in an efficient and appropriate way.

1.1 Scope

This policy establishes the guidelines to be followed in the event of emergencies within Riara University or its surroundings and shall be availed in all Departments and the University portal for ease of access by the RU Community. This policy will work in line with the university Standard Operating Procedure for Disaster/Emergency Management. The policy works in harmony with the National Policy for Disaster Management in Kenya of 2009 and Education Sector Disaster Management Policy, 2017.

1.2 Policy Statements

- a. Riara University is committed to the safety of its stakeholders and responds soonest to any reported emergency.
- b. The University will manage emergency response in a coordinated and structured approach under a central command.
- c. The University will collaborate with local and state disaster management teams for synergetic support.
- d. The University will maintain a tried and tested emergency plan that is to be regularly updated including conducting drills for preparedness purposes.

1.3 Emergency Management Phases

In managing emergencies, the four commonly recognized phases of emergency management will be employed. These are:

- a. **Preparedness:** The University maintains the emergency response plan standard operating procedure as part of avoiding disasters happening without prior preparation to face them. The entire University community is made aware of how to respond in times of disaster.
- b. **Response:** The University is organized in a way that it acts swiftly, efficiently and effectively whenever a disaster happens to alleviate loss of life and destruction of property. The response consists of warning and evacuation; emergency medical and social services; search and rescue; building and facility damage assessment; security and protection of property.
- c. **Recovery:** These are measures taken to restore normal conditions when critical response activities allow, and can be both short and long term.
- d. **Mitigation:** These are actions aimed at reducing or eliminating hazards or lessening the impact of an event.

1.4 University Notification System

In case of emergencies, the University will rely on multiple means of communication including but not limited to Fire Siren, Short Message Service (SMS) messages, Email, among others. The University will also maintain an up to date list of relevant emergency contact telephone numbers which will be posted on campus and on the various portals of the University. Members are advised to keep checking for the most current contacts.

2. Declaration of Campus State of Emergency

The authority to declare University State of Emergency rests with the Vice Chancellor or their designee. Upon declaration of a state of emergency, measures will be instituted to face the emergency, safeguard persons and property and secure educational facilities. The Vice Chancellor will provide all the resources needed to address the disaster/emergency. During the period of emergency, only approved staff and students who are part of the emergency response team will be allowed on campus upon showing the appropriate identification. The Emergency Recovery Team (ERT). Once the emergency has been dealt with satisfactorily, the office of the Vice Chancellor will dispatch University officials to determine the extent of any loss or damage to the University property and upon advice of the emergency response team and his/her personal satisfaction that the campus is safe, the Vice Chancellor will lift the state of emergency and announce the process of return to normalcy.

2.1 University Initial Response

When a disaster has hit the university, the following two steps will be taken:

- a. Assembling of University Management Emergency Team (MET)
- b. Establishment of Emergency Response Team (ERT)

Management Emergency Team (MET)

The management Emergency Team is a top management team headed by the Vice Chancellor that is responsible for overall leadership in times of emergency. The VC immediately constitutes the Management Emergency Team and convenes a meeting at an appropriate venue from where they will provide leadership on response actions and follow up the events as they unfold. MET may consist of: VC, DVCs, Head of Security, Management/Senate members, OCS or available Police Officers. Once the VC has put together the MET, the following procedures are to be followed: Establish the ERT under the command of Incident Controller (IC).

1. Set up the command post and its location, which can also be virtual/electronic.
2. Get an immediate update on the severity of the emergency.
3. Establish communication with the on-scene supervisor.
4. Determine all stakeholders to be involved.
5. Establish and appropriately communicate a detailed response plan.
6. Implement and supervise the response plan until the emergency is contained.
7. Establish and communicate a return-to-normalcy plan.

The Management Emergency Team (MET) shall ensure that all emergency activities will be coordinated and communicated in an organized manner and with clear structure of command to ensure harmony of activities and responses.

Emergency Response Team (ERT)

The first responsibility of MET is to establish the Emergency Response Team (ERT) which is an operations wing of the MET to swiftly arrest the emergency. The ERT is coordinated by the Incident Controller (IC). The Incident Controller is mandated to lead the emergency operations under the guidance of the MET. The ERT will be appointed by MET from time to time depending on the nature of emergency. The incident controller will assess the appropriate professionals or organs to engage e.g. security agencies, ambulance services, transport, housing, counselling, health services, safety,

physical plant, food service, and public relations, among others. The IC will coordinate all actions as guided by the EMT including communication with stakeholders, evacuation, first aid, temporary shelter, identification of stakeholders, and all support given to the affected.

As part of preparedness, the University will train first responders from its community and will also leverage on associations such as the Red Cross Club of Riara University. The University will also maintain clearly labelled Fire Assembly Points. Unless where the nature of the emergency dictates otherwise, all persons physically present at the campus at the time of an emergency are required to report to the Fire Assembly Point immediately for roll call, accountability and further directions.

2.2. Types of Emergencies

While it is impossible to identify all possible emergencies, the following are some of the types of emergencies envisioned:

- a) Medical emergencies
- b) Fire emergencies
- c) Terror Attacks
- d) Electronic Attacks
- e) Earthquakes
- f) Chemical (Hazardous Substance) Spill/Release
- g) Gas Leaks (LPG or Natural Gas)
- h) Riots / Unruly Behaviour (Physical/Verbal)
- i) Unwanted Media Attention
- j) Suspicious Objects / Suspicious Mail

2.3 Levels of Emergencies

- 1. Incident:** A type of occurrence that happens mainly in one location and to a person or few people with little or no impact on the larger operations of the university except for the said location. These can be managed locally and therefore no need for emergency communication.
- 2. Minor Emergency:** This is an occurrence that affects many people mainly in one location like a campus. It significantly places pressure on resources and personnel and requires meticulous coordination of local and external agencies to address. It may require emergency situation declaration.
- 3. Serious Emergency:** This is a university wide emergency with serious implications on the safety of people and property, and with potential to seriously disrupt normal University operations. Such emergencies will require high levels of coordination by internal and external players, including declaration of a state of emergency.

3.0. Policy Adoption and Approvals

Prepared by and Verified for Quality Control by:

Signature ... 

Director, Quality Assurance

Recommended for Approval by:

Deputy Vice Chancellor – Administration and Planning

Signature..... 

Approved by the Management Board on:

Day 22nd Month April Year 2021

Signature 
Chair, Management Board