



# **Emergency Management Plan Divine Word University**

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# Emergency Management Plan for Divine Word University

## Document Control

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Role	Name	Signature	Date
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University Bursar (if applicable)			
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# Emergency Management Plan for Divine Word University

## Introduction

Divine Word University recognizes the need to prepare for unexpected catastrophic events such as natural or human made disasters or the outbreak of pandemic illnesses, as well as the need to return the university as quickly as possible to its normal operations should such events occur. Our preparation, response, and recovery will be informed by local, regional and state agencies and experts. To prepare and support leaders, managers, and employees, this Emergency Management Plan(EMP) provides information related to human resource practices in the event of a University State of Emergency. All university community members should familiarize themselves with their campus, department and physical location unit plans, as well as the University Emergency Management Plan.

## University State of Emergency

A University State of Emergency is in effect when the university President acts to declare such a state under the guidelines set forth in the University's Emergency Management Plan. The University State of Emergency may be Wewak, Port Moresby, Madang, Rabaul or national or campus specific, restricted to particular areas of any campus, or may be campus or university-wide, depending on circumstances at the time.

## When this Plan is in Effect

This plan will become active and remain in effect when a University State of Emergency is declared, as defined in this plan. If a University State of Emergency is not declared, regular university policies remain in effect.

## University Emergency Management Plan for DWU Community to be fully aware of:

1. In the event of any emergency, advise your immediate line manager. These are the Vice Presidents, including VP or Administrator of campus, Deans of Students, Heads of Departments etc. Should your line manager not be available, notify the next most senior person in the chain of command.
2. The President and the Vice Presidents need to be notified immediately of such emergency.
3. In the Administration Building, the alarm system should be switched on, under the instruction of the President or Vice President/s, for five minutes to alert those working in the Administration building. The alarms are located in three places.

At the main campus the bell should ring for five minutes non-stop as a signal. At the Modilon Campus and other DWU campuses, the Vice President or the Dean of Men and Manager of the Campus is to start the car, turn on the lights and sound the horn to alert the people there.

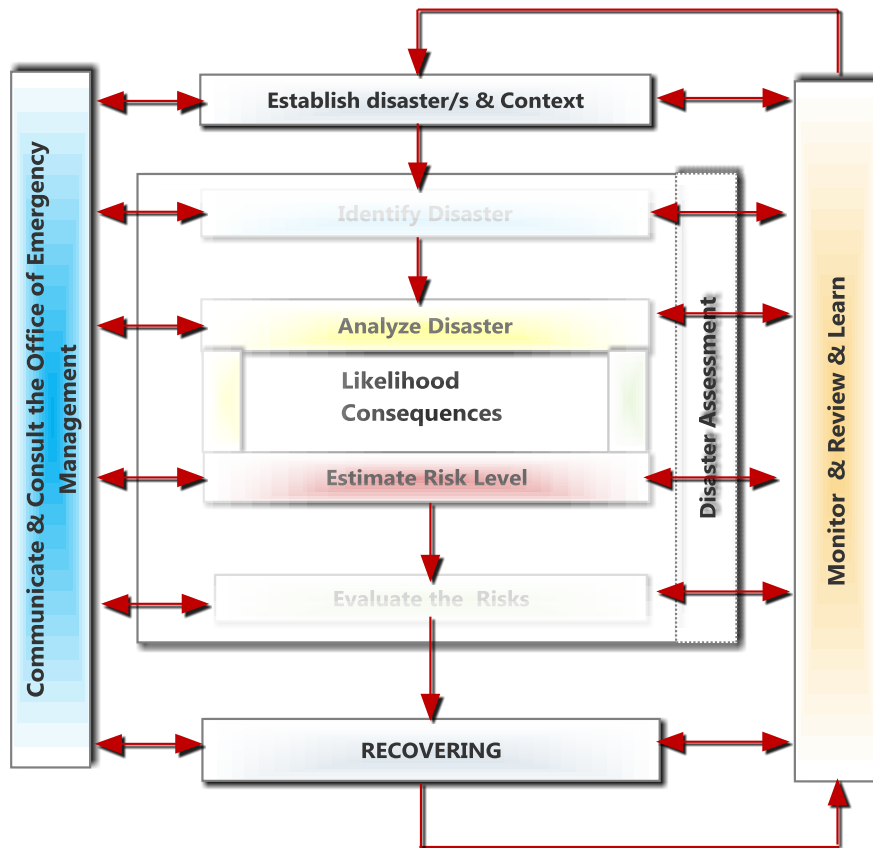
At the Coronation Drive Campus, the Manager of the Campus is to start a car, turn on the lights and sound the horn to alert the people there.

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4. Ensure everyone in your local area is aware of the emergency. Everyone of us is responsible for our colleagues.
5. Evacuate all buildings and assemble in the car park in front of the Administration building. Should the disaster be located in/around the Administration Building, the secondary assembly area will be the Sports Fields.  
At the Modilon Campus, every one should assemble at the top of the hill. People should assemble according to their departments and year groups.  
At the Coronation Drive Campus, everyone should assemble back of the Manager's house according to occupying dormitories.  
At different DWU campuses the Vice President/s in charge of each campus will identify the location for assemble.
6. Line Managers should note any staff/students who are absent from the assembly and advise a Vice President/s.
7. During the evacuation exercise, the Vice President of Students Affairs, with the Deans, is responsible to coordinate the movement of students from the dormitories and academic staff from the lecture rooms to the parking area.
8. In the event of such emergency, the President will remain in his office where he has access to the phone, should the disaster be located in/around the Administration building, the President will be based in a location suitable for emergency activities. The Vice Presidents will be outside to ensure the evacuation plan is working well.
9. The reception staff ought to be on duties unless the reception is in danger, to answer queries from parents and sponsors. They will vacate their posts only on the instruction of the President.
10. When the alarm is sounded on the campus, all workshops and machinery should be switched off and the main fuses turned off. All vehicles belonging to the University should be parked in a safe place. Those holding keys must notify te Campus Vice President or Administrator.
11. Any radios must be immediately returned to Reception for the use of the Executives.
12. In the event of a fire, all stand-by generators have to be manually switched off to ensure that the automatic starter will not kick in. This is the responsibility of the Electrical Section Head.
13. Any person (residents, families, visitors) on DWU property must follow the emergency procedures.
14. In the event of an emergency, staff members who are not residents of the campus should go to the assembly point they are closest to at the time of the disaster.
15. For general information, DWU has structurally sound buildings which can sustain natural disasters. These buildings are the Friendship Library, St. Joseph Freinademetz Chapel, Student Mess, and Administration Building. These buildings can be used as shelter in case of emergency.
16. The high points at DWU are the hilltop (the highest in Madang township), and at Modilon Campus, the hill above the girl's dorm, which is 14 m above sea level.
17. The President of the University is the person who coordinates all activities and all staff and students should not take any action until the activities are directed from the President's Office. In the absence of the President, the Vice Presidents, and the University Bursar are fully responsible.
18. When the President or the person in charge of the emergency formally advises that the danger has passed, people should resume their usual activities (e.g. work, class etc).

## The Disaster Management Communication and Process

The University's disaster management communication and process is based upon the process established in the AUS/NZ Standards 4360: Risk Management.



## The Office of Emergency Management

The Office of Emergency Management is committed to protecting the University's human, physical, intellectual and financial assets through:

- **AVOID** those disasters we can mitigate,
- **PREPARED** for those we cannot avoid,
- **SURVIVING** those disasters that strike us,
- **RECOVERING** from those we survive.
  
- Prevention of adverse incidents through training, education, and inspection.
- Procurement of insurance products.

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- Fair and responsible claims administration.
- Advising of senior management on how to best provide future protection against key risks given the University's ambitious strategic plans and its geographical locations.

### Constitution of the Office of Emergency Management

The office shall consist of:

- a. The Chairman, who shall be the person for the time being holding the position of the President of Divine Word University:
- b. The following persons, who shall be **ex officio** members ;
  - I. the Vice Presidents of the University, University Bursar the Deans of Faculties;
  - II. four other persons appointed by the President

### Contact

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Madang  
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### General Emergency Procedure

⇒ Gather people together, lock up, go to the car park.

### President, and Vice President/s Shared Responsibilities

- a. Declare a University State of Emergency as appropriate.
- b. Consult and collaborate with government and emergency relief agencies.
- c. Communicate regularly and repetitively to the campus and neighboring
- d. communities.
- e. Communicate changes to standard processes and procedures.
- f. Ensure that disaster planning and preparedness is a priority within the university community, and that departments are prepared to implement their disaster plans and this policy.
- g. Ensure, to the extent possible, that departments have the resources needed to carry out essential functions.

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## Employee Responsibilities

- a) Provide Human Resource Department with current emergency contact information phone numbers , and update it on an on-going basis.
- b) Discuss with your supervisor alternative work arrangements such as working from home or another location in case of a University State of Emergency.
- c) Seek approval from your supervisor of meaningful work you can perform during a University State of Emergency.
- d) Contact your department to determine need to report for work.
- e) If approved by the department, report for work when able and appropriate, whether on campus, at home, or at another location.
- f) If unable to report for work, update department of your condition or whereabouts as soon as possible.
- g) Communicate specific requests and needs to your department.

## Students Responsibility

As safety of DWU students are our priority thus, it is the position of the Divine Word University that each Dean of Faculty is the emergency contact person and this policy must be explained to each student enrolled at the University. A student's cell phone number is also part of the emergency notification protocol in case the University should need to contact the student via text message about critical incidents on campus. Thus, each student has to provide her/his cell phone number to a Dean responsible for this student. The Dean has to forward this information to the Vice President Students Affairs. Information gathered remains confidential to the extent allowed by law

## Emergency Contact Information

Using the Students Database, every student must provide the University with the name and contact information of at least one individual who could be contacted in the event of an individual emergency or to report the student missing.

Students are required to update their primary cell phone and emergency contact information annually in order to keep the information current.

## About the Plan

Please take some time to familiarize yourself with the format and review the how to use the **University Emergency Management Plan for DWU Community** prior to an emergency situation. The emergency guidelines are meant to serve as basic what-to-do-in-an-emergency situation and it should be applicable across all DWIU campuses with small modification to suit the local physical infrastructure and location.

## Useful Checklist

<input checked="" type="checkbox"/>	<b>How prepared is DWU's Community? Please answer YES or NO to the</b>
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	<b>following?</b>
	<p>Does our facility or department have an emergency plan (other than the basic fire evacuation plan)?</p> <p>Does it outline how the facility will cope during and following an emergency?</p> <p>Can you locate it now?</p> <p>What date was it updated last?</p> <p>Who is responsible for managing the plan in your faculty or department?</p> <p>Can we confirm that all line managers have access to the plan?</p>
	Is your senior manager/executive in the Office of Emergency Management so that s/he can address the overall crisis management and business continuity at a high level? Does it include an up-to-date Disaster Team?
	Have you decided how to handle the media during an event?
	Does our plan meet industry compliance standards or we should improve it?
	Are you aware of the legal and fiduciary responsibilities of management?
	Is each department held responsible for their plans and are they reviewed and available to management?
	Do we have available evacuation, shelter in place, and personnel accountability procedures?
	Have you determined what parts of your faculty or department need to be operational as soon as possible following a disaster, and planned how to resume those operations ?
	How we can communicate with our employees if a disaster happened during work hours or after work hours?
	Are our vital records protected from the harm that could be caused by a disaster?
	Have we consulted with an insurance professional to determine if our insurance coverage is adequate to help us get back in business following a disaster?
	Do we have off-site storage procedures for forms, keys, Information Systems, Files, insurance info, etc been established and documented?

