

The College of The Bahamas



Established 1974

POLICY NUMBER	2009-03-POL
TITLE OF THE POLICY	Emergency Response Management Policy
DATE OF ADOPTION	May 13, 2009
COUNCIL RESOLUTION NUMBER	2009-03-POL
SUPERSEDES	COB Health & Safety Manuals; previous practices
DATE OF IMPLEMENTATION	May 13, 2009
PROJECTED DATE OF REVISION	September 2010
PURPOSE OF THE POLICY	<p>This policy is The College's key emergency preparedness and management document and is intended as The College'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 as well as damage to property, and to minimize disruption to normal operations of The College in emergency situations. It recognizes that field modifications might be necessary to respond most appropriately to a given emergency.</p>
REVISION NUMBER	Not applicable
ACCOUNTABILITY	This policy is under the responsibility of the Director of Security who is responsible for its implementation.
ASSOCIATED PROCEDURES	College of The Bahamas Emergency Procedures; College of The Bahamas Emergency & Safety Information
RELATED POLICIES	Communications Policy; Crisis & Emergency Communications Policy
HISTORY	New

1. AUTHORITY

This policy is established under the authority of the College Council (*See Article 8. of The College of The Bahamas Act, 1995*).

2. SCOPE

This Policy applies to all students, faculty and staff and all buildings and properties owned and operated by the College.

3. CLASSIFICATIONS OF EMERGENCIES

3.1 Incident: An occurrence which affects only a small part of the College community or property and does not affect the overall operations of The College. Examples include but are not limited to the following:

- **Death or illness of a person on campus, not as a result of a crime**
- **Small localized fire**
- **Isolated power outage**
- **Small localized hazardous material spill**

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

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

3.3 Crisis: A college or island-wide emergency which seriously impedes or halts the operations of The College. Examples include but are not limited to the following:

- **Major weather event, e.g., hurricane or flooding**
- **Major fire in more than one building**
- **Bomb**
- **Shootings**
- **Major public health crisis**

4. EMERGENCY RESPONSE AUTHORITIES

4.1 In the event of an emergency, campus response efforts will be led by an Emergency Coordinator who will oversee the efforts of The College's Emergency Response Team (ERT) and Area Managers.

4.2 In the case of major events or crises, the Associate Vice President, External Affairs will convene the Crisis Communication Team. Communication concerning incidents will be handled directly through the Communication Unit, Office of External Affairs Office as per appropriate protocols.

4.3 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 state of emergency.

5. COORDINATION OF EMERGENCY RESPONSE

5.1 Emergency Coordinator: There will be an Emergency Coordinator in both New Providence and in Grand Bahama. The Emergency Coordinator in New Providence is selected by the President and will be the Executive Vice President, Academic Affairs. The Associate Vice President, Northern Bahamas will be the Emergency Coordinator for the Northern Bahamas Campus. In the event of an emergency, both coordinators will report directly to the President. Emergency Coordinators and Emergency Response Teams will not be assigned to College properties 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 possible emergency needs.

The Emergency Coordinator is responsible for the following:

- Determining the type and magnitude of the emergency and establishing the appropriate emergency command centre
- Initiating immediate contact with the President, Associate Vice President, External Affairs and the Emergency Response Team
- Convening the Emergency Response Team
- Overall coordination of the Emergency Response Team and Area Managers
- Initiating assessment of The College's condition
- Briefing the Crisis Communication Team
- Notifying appropriate external organisations 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 to the President information about the final outcome of the emergency

5.2 Emergency Response Team: The Emergency Coordinator is responsible for convening the ERT.

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

- Estates Administrator: 1. Coordinate appropriate contact with the Ministry of Works and related agencies as required. 2. Coordinate appropriate contact with contractors and relevant companies engaged in capital works on College campuses as appropriate. 3. Assist the Director, Physical Plant in the coordination of timely and appropriate responses as required.
- Director of Security Services: Coordinate appropriate contact with police, fire services, ambulance and related emergency response agencies as required.
- Associate Vice President, External Affairs: 1. Coordinate communication with relevant national emergency agencies for appropriate information, for the purpose of providing such information to the relevant College communities. 2. Coordinate dissemination of appropriate information to media houses.
- Director, Physical Plant: Coordinate appropriate response by Physical Plant Department personnel, as per their assigned areas of responsibility.

- Director, Campus Life: Be the primary liaison between the College of The Bahamas Union of Students (COBUS) and any other relevant student groups, to ensure a timely and appropriate flow of information.
- Director, Housing: Oversee coordination of appropriate response at The College's dormitory facility, and will be responsible for ensuring that residents are kept abreast of any relevant information.
- Director Counselling & Health Services: Coordinate counselling assistance as may be required and in situations where emergency care is needed, coordinate assistance as appropriate, including, if necessary, the notification of emergency medical services.
- Director, Management Information Services: Coordinate appropriate safety, recovery and relevant technical measures as they relate to The College's information technology, and as appropriate, liaise with the Associate Vice President, External Affairs to ensure effective use of electronic communications.
- Vice President, Finance & Chief Financial Officer: Coordinate timely access to funding as may be necessary.
- Council Secretary: As appropriate, be responsible for the timely dissemination of relevant reporting to Council members.
- College Librarian: Coordinate appropriate prevention, safety/security, recovery, and relevant technical measures as they relate to The College's libraries, and, as appropriate, liaise with the Estates Administrator and the Vice President, Finance/CFO to ensure security of library facilities, including storage facilities.

5.2.2 In Grand Bahama, the Team's composition and corresponding responsibilities are as follows:

- Security Supervisor: Coordinate appropriate contact with police, fire services, ambulance and related emergency response agencies as required. Also perform duties as assigned to Area Managers (see 5.4).
- Physical Plant Officer: 1. Coordinate appropriate response as it relates to securing, repairing, stabilizing and such activity involving the physical property and as per assigned areas of responsibility of Physical Plant personnel, including relevant coordination with any external contractors or similar capital project companies. 2. Perform duties as assigned to Area Managers (see 5.4).
- Culinary & Hospitality Management Institute (CHMI) Coordinator: 1. Oversee coordination of appropriate response at CHMI facility. 2. Perform duties as assigned to Area Managers (see 5.4).
- Librarian: Oversee coordination of appropriate response at the main building of the campus. Perform duties as assigned to Area Managers (see 5.4).

5.3 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. Such establishment shall include: identification of an appropriate location; determination of the equipment necessary to render the Centre satisfactorily operational; and the assignment of staff and deployment vehicles as needed. Campus security personnel should be placed at the scene of the emergency and at least one security staffer should be posted at the Command Centre at all times. Command Centre equipment and supplies might include:

- Barricades, barrier tape and signs for the scene
- Portable two-way radios
- 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: Area Managers, assisted by their designated alternates, have three primary responsibilities:

1. Informing all area constituents of the emergency condition
2. Ceasing all operations and/or facilitating an orderly evacuation of their assigned area, if required by the ERT
3. Conducting a post-evacuation headcount and reporting to the Command Centre or a designated ERT member, as needed

5.4.1 Area Manager Assignments: Area Managers and respective alternates as outlined in this policy are 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).

6. OTHER CORE RESPONSIBILITIES

6.1 Emergency Response Team: There are two principal areas around which the Team's response should be guided: damage control and campus safety.

6.1.1 Damage Control: The Director, Physical Plant, with assistance from the Estates Administrator, is the lead person for coordination of the following, as circumstances might dictate:

- Ensuring the provision of equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- 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

6.1.2 Campus Safety: The Director of Security with, as appropriate, the assistance of the Director, Counselling & Health Services or his/her designee is the lead person for coordination of the following, as circumstances might dictate:

- Maintaining safety and security offices and relevant outposts in a state of constant readiness
- Notifying the President, Emergency Coordinator and Associate Vice President, External Affairs 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 Director of Management Information Services to ensure telecommunications support as necessary

6.2 Faculty and Staff: Each faculty and staff supervisor is responsible for the following:

- Assisting Area Managers and their alternates, by informing students and/or employees under their direct report of the emergency condition and initiating outlined emergency procedures

7. Notification System

- For situations requiring immediate police, fire or medical response to preserve life or property, external emergency services should be notified immediately, by dialling 919 or 911, followed by notification to Campus Security.
- For other situations, Campus Security may be notified in the first instance.
- Upon notification to Campus Security, the officer on duty receiving the information will notify the Director of Security, who will inform both the Emergency Coordinator and the Associate Vice President, External Affairs.
- The Emergency Coordinator will determine the type and magnitude of the emergency and depending on same, will proceed as per the relevant Emergency Response Management guidelines.

8. Emergency Drills

There will be regular emergency drills and a detailed record will be kept of each drill.