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Disaster Preparedness and Management Policy

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UNIVERSITY OF KABIANGA

ISO 9001:2015 CERTIFIED

DISASTER PREPAREDNESS AND MANAGEMENT POLICY

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
EXECUTIVE SUMMARY	1
1.0 PREAMBLE.....	2
1.1 THE VISION OF UNIVERSITY	2
1.2 THE MISSION OF THE UNIVERSITY	2
1.3 THE PHILOSOPHY	3
1.4 CORE VALUES.....	3
1.5 THE UNIVERSITY ORGANIZATIONAL STRUCTURE.....	3
1.5.1 The Chancellor.....	3
1.5.2 The Council.....	4
1.5.3 The University Management Board.....	4
1.5.4 The Senate.....	4
1.5.5 Schools, Institutes, Directorates, Centers and Departmental Boards	4
1.6 FUNCTIONS OF THE UNIVERSITY.....	5
2.0 THE POLICY	5
2.1 Purpose.....	5
2.2 Aim.....	6
2.3 Scope	6
2.4 Objectives	6
2.5 Risk reduction.....	6
2.6 Disaster/emergency response	6
2.6.1 Disaster Preparedness.....	6
2.6.2 Emergency Response Levels.....	7
2.7 Management Responsibility.....	8
2.8 Disaster/Emergency Communication	8
2.9 Disaster Recovery	8

2.10	Implementation Authority	9
2.11	Disaster Preparedness and Management Committee	9
2.12	Terms of Reference for the Committee.....	9
3.0	MONITORING AND EVALUATION.....	10
4.0	AMENDMENT OF THE POLICY.....	10

ABBREVIATIONS AND ACRONYMS

VC	-	Vice - Chancellor
DVC (A&SA)	-	Deputy Vice - Chancellor Academic and Student Affairs
DVC (A&F)	-	Deputy Vice -Chancellor, Administration and Finance
DVC (PR&D)	-	Deputy Vice-Chancellor, Planning, Research and Development
CSO	-	Chief Security Officer
QMS	-	Quality Management System
UERT	-	University Emergency Response Team
UDOC	-	University Disaster Operations Centre
UoK	-	University of Kabianga

DEFINITIONS OF TERMS

Disaster: An urgent and /or critical situation that threatens or causes harm to people, the environment, and University property and/ or disrupts critical operations of the University.

Disaster Management: The universal term for the systems and processes for mitigating, preparing for, responding to, and recovering from emergencies and disasters

Emergency Services: Services necessary to enable the University to prevent: danger to life, health or safety; the destruction or serious deterioration of machinery, equipment or premises; or, serious environmental damage.

Risk: The potential disaster losses to life, health status, livelihoods, assets and services that might occur to people, community and University property.

Mitigation: Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental and technological hazards.

Emergency Response Levels:

Level 1: Incident/Day to Day Emergency

Level 2: Local/Campus emergency/Major Emergency

Level 3: University Emergency/Disaster

EXECUTIVE SUMMARY

Disaster Preparedness and Management Policy is designed to assist the University on emergency management activities. This policy has been developed with the aim of ensuring appropriate decisions are made that protect life, limit damage and minimize business disruption for the University to operate efficiently and effectively. The policy seeks to provide guidelines that will govern the administration of emergencies in the University.

The University of Kabianga, like any other organization, is potentially subject to natural, technological and man-made emergencies that could threaten the Campus community, core academic mission, institution and environment. The University of Kabianga Disaster Preparedness and Management policy establishes a framework to ensure that the University is prepared to deal with such events.

Date: _____

Prof. Wilson Kipngeno (PhD, MBS)

Vice -Chancellor

1.0 PREAMBLE

The University of Kabianga is situated in what was formerly Kabianga Agricultural Training Centre which has a long history dating back to 1925. Between 1925 and 1959, the facility was Kabianga Agricultural centre. Thereafter, in 1959, it transformed into Kabianga Agricultural Training Centre managed by the Ministry of Agriculture to provide short courses, workshops/seminars, and exhibition and extension services to the farming community, in the South Rift Region of Kenya.

University of Kabianga (UoK) was initially established as a Campus of Moi University. The Campus was officially decreed by His Excellency the third President of the Republic of Kenya, Hon. Mwai Kibaki at Kabianga High School grounds on 10th of May, 2007. The facility was officially handed over to Moi University by the Ministry of Agriculture on 8th November, 2007. The University Campus was elevated to a Constituent College of Moi University by Kabianga Order 2009, through the Legal Notice No 77 in the Kenya Gazette Supplement No. 36 of 29th May, 2009. It was awarded a charter on 1st March 2013 with a view of creating more learning opportunities to the ever growing number of learners in the country.

1.1 THE VISION OF UNIVERSITY

To be a leading University in scientific innovation for the betterment of humanity

1.2 THE MISSION OF THE UNIVERSITY

The University of Kabianga Mission is to create, preserve and transfer knowledge and technology through quality and entrepreneurial education, research, extension, and partnership with government, industry and non-state actors whilst ensuring a sustainable environment.

1.3 THE PHILOSOPHY

The philosophy of the University of Kabianga is to foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth.

1.4 CORE VALUES

The core values of the University coined as “METIP” reflects the University Culture and is meant to inspire efficient and effective service delivery across the University. They are:

- 1) M- Meritocracy
- 2) E- Excellence
- 3) T- Teamwork
- 4) I- Innovation
- 5) P- Professionalism

1.5 THE UNIVERSITY ORGANIZATIONAL STRUCTURE

University of Kabianga is a corporate organization established by the Universities Act (2012) and it has various bodies for its effective management. These include:-

- a) Chancellor
- b) Council
- c) The University Management Board
- d) The University Senate
- e) Schools, Institutes, Directorates, Centers and Departmental Boards.

1.5.1 The Chancellor

Chancellor is the titular head of University of Kabianga.

1.5.2 The Council

The Council is the governing body of the University through which it can act, administer property and funds, and receive monies, plant and equipment materials, gifts and grants for its use.

The Council is also responsible for the welfare of staff and students and can enter into association with other universities and institutions within Kenya or otherwise as it may deem necessary and appropriate.

The other function of the Council is to appoint staff and conduct disciplinary action against staff and students in consultation with relevant University organs.

1.5.3 The University Management Board

The Management Board is responsible for implementing Council and Senate decisions. It is also responsible for providing directives and guidelines to the University's sub-systems for the enhancement of the efficient running of the University.

1.5.4 The Senate

The Senate is the body responsible for academic matters in the University and the final authority on all such matters.

1.5.5 Schools, Institutes, Directorates, Centers and Departmental Boards

The schools and Departmental Boards play a major role in academic and administrative functions of the University. The functions of these Boards are clearly stipulated in the University of Kabianga Charter and Statutes and they assist the Deans and Heads of Department in the Management of their Schools and Departments respectively.

1.6 FUNCTIONS OF THE UNIVERSITY

- a) To provide University education aimed at producing mature, competent and conscientious graduates with appropriate skills, ability and desire to contribute to the well-being and development of the people of Kenya, East Africa region and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.
- b) To provide education for national service, community outreach and development which reflect the national and cultural heritage.
- c) To develop and transmit knowledge and skills through research training at undergraduate and postgraduate levels
- d) To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.
- e) To conduct examinations for, and to grant degrees, diplomas and other awards of the University.
- f) To determine who may teach, what may be taught and how it may be taught in the University.
- g) To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- h) To address emerging issues of national, regional and global importance.

2.0 THE POLICY

2.1 Purpose

The formulation of the Disaster Preparedness and Management Policy is to provide guidelines and ensure a standardized procedure and process in disaster management in the University.

2.2 Aim

The policy is developed with the aim of ensuring that emergency situations are handled effectively and efficiently so as to protect life, limit property damage and minimize business disruption for the benefit of the University, its communities and its operations.

2.3 Scope

The scope of this Policy will apply to detection, response and management of all levels of risk and disaster in the University.

2.4 Objectives

The objectives of the policy are to:

- i. Provide an organized and coordinated response to all levels of emergencies/disasters that can affect the University of Kabianga.
- ii. Provide a framework that will govern the detection, response and management of disasters in the University.
- iii. Provide monitoring and evaluation framework to disaster preparedness.

2.5 Risk reduction

Risks identified through emergency management activities will be entered into the University Risks Registers and managed in accordance with the University Disaster Preparedness and management policy framework

2.6 Disaster/emergency response

2.6.1 Disaster Preparedness

- a) University will develop and maintain, through periodic review and testing, emergency response plan including but not limited to:
 - i. University of Kabianga Disaster management Plan
 - ii. Disaster Communication Plan
 - iii. Campuses Emergency Response plans
- b) The University shall provide equipment and training required to ensure an effective response to identified emergency situations.

- c) External organizations that provide contracted security services to the University must develop emergency plans that are consistent with those of the University. These organizations will be responsible for their own equipment and training, however, the University may provide relevant documentation which supports their emergency planning.

2.6.2 Emergency Response Levels

- a) The University endorses and shall adopt the Coordinated Incident Management System (CIMS).
- b) The University of Kabianga disaster preparedness and management includes three levels of response:
 - i. Day to Day emergency (Level 1)
 - ii. Major Emergency (Level 2)
 - iii. Disaster (Level 3)
- c) The University will respond to each level of emergency with a particular response as follows:

i. Level 1 Response; Day to Day emergency

An incident that can be handled by the normal operational staff of the University where operational procedures and local resources are adequate. The University security team is notified and shall respond. The University Senate is notified if required.

ii. Level 2 Response; Major Emergency

An incident that would require several functional units within the plan to be activated and coordinated i.e. major fire, dangerous weather, civil disturbance and collapse of a building. The University Security team will respond. The University Management is notified to support the coordination of the emergency and also coordinate its efforts with the government security services.

iii. Level 3 Response; Disaster

A disaster emergency of whose magnitude affects the business activity of the University i.e. natural disaster, terror activity or violent student unrests. As in level 2, the University security team will notify the Management to not only provide the support and coordination to the University but also coordinate its efforts with the Kenya Red Cross, the Government Ministries and government security services.

2.7 Management Responsibility

- a) The responsibility of managing this policy is vested in the Vice-Chancellor.
- b) The Vice-Chancellor shall 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 University's core business of teaching, research and extension in the lead up to, during and directly after emergency of event.
- c) During level 2 or level 3 occurrence, the Management and Senate may direct:
- d) The closure of part or all of one or more campuses
- e) The evacuation of any University building or open space
- f) The suspension of University operations

2.8 Disaster/Emergency Communication

- a) When level 2 or level 3 an emergency occurs, the CSO shall as soon as practicable, and immediately, advise the Vice Chancellor of the emergency.
- b) During an event of emergency/disaster, the first responders must make decisions and take action to protect life, prevent or limit further injury, prevent or limit harm to the environment and University infrastructure and assets, noting it is likely first responders may be UoK security and contracted security staff.
- c) First responding staff to make decisions and take actions believed to assist with the successful resolution of the situation, or until such time as the UERT is operating effectively, whichever occurs first.
- d) Communication with the wider community will be undertaken in accordance with the timelines and systems described in the Emergency Communication Plan.
- e) Only the VC is authorized by the University to speak to media in relation to an incident or emergency;

2.9 Disaster Recovery

The University will develop a comprehensive Disaster Recovery and Business continuity plans that aim to protect its mission critical functions in case a disaster occur. Disasters such as cyber attacks, equipment failures and even natural disasters will be closely monitored and appropriate

measures put in place to ensure that University operations are not affected.

2.10 Implementation Authority

- a) The implementation of the Disaster Preparedness and Management Policy shall be spearheaded by a Disaster Preparedness and Management Committee.
- b) All staff shall be sensitized to embrace the policy and adhere to its regulation and guidelines.

2.11 Disaster Preparedness and Management Committee

There shall be a committee tasked to implement the Disaster Preparedness and Management Policy which will comprise the following members:

- 1. Deputy Vice-chancellor in charge of Administration & Finance
Chairman
- 2. Representative from Deans of Schools - Member
- 3. Dean of Students - Member
- 4. Registrar (Administration) -Member
- 5. ICT Representative -Member
- 6. HOD Health unit - Member
- 7. Transport Officer -Member
- 8. Representatives from other Campuses -3 Members
- 9. CSO -Secretary

2.12 Terms of Reference for the Committee

The Disaster Preparedness and Management Committee shall ensure implementation of the policy by undertaking the following:

- i. Gathering information and developing initial strategy based on disaster preparedness and emergency interventions.
- ii. Establishing a base of operations and announcing its location.
- iii. Arranging for chronological documentation of significant events
- iv. Coordinating the implementation of various procedures in cases of emergencies
- v. Continually re-evaluating the emergency and priorities.

- vi. Regularly reporting to the University Management
- vii. Addressing any other Terms of Reference relevant to the implementation of this policy. +

3.0 MONITORING AND EVALUATION

The Policy implementation shall be monitored and evaluated using appropriate mechanisms. The actors will include Management and relevant Heads of Academic and Administrative units.

4.0 AMENDMENT OF THE POLICY

This Policy shall be revised after every three (3) years and/or when need arises.