Department of
Human
Resources

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Emergency Management Policy (EMP)

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<u>Emergency Management Policy (EMP)</u>

Foreword

Kumaraguru College of Technology (KCT) is typically safe and secure environment in which students, faculty and staff can learn, develop and live. However, the environment on campus is sometimes threatened by both natural and man-made events. Comprehensive emergency management that focuses on all such hazards helps the institution to prevent and mitigate, prepare for, respond to and recover from an incident and helps to reduce chaos and the psychological impact of an incident on students, faculty and the staff. This policy document explain how Kumaraguru College of Technology, Coimbatore will handle the emergencies in a proper manner to ensure the complete safety and security. The policy puts in place a solid emergency management structure that will ensure safety and security of student, faculty and the staff.

1. Short Title and Commencement

(i) These may be called the emergency management policy of Kumaraguru College of Technology. These policy supersede the policy, process and rules in existence, on the date these policy come in force.

(ii) These policy shall be applicable to all the employees, faculty and students of the Kumaraguru College of Technology.

2. Introduction

Kumaraguru College of Technology (KCT) is one of the safest and secure institution for faculty, students and employees. But the natural factors, health factors and occasional man made factors may result in bringing harm to its stakeholders or its facility itself. Understanding the importance of these unpredicted factors, Kumaraguru College of Technology have developed and implemented a comprehensive emergency management plan in conjunction with emergency management standards to ensure that proper emergency management resources are provided, training is conducted, stakeholders are aware of the emergency procedures, communication notification systems are in place and all departments know their roles in implementing the plan. Emergency management policy ensure a comprehensive response and promote clear communication among responders and surrounding necessary communities (hospitals, Fire department, police etc.)

An effective emergency management policy will encourage and protect safety and security of staff, faculty and students, generate positive and productive communications, reducing chaos and promote psychological support while protecting our institution from legal liability, reputational damage and security breaches.

This policy provides direction to the students, faculty and staff when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees, faculty and students or the facility itself.

3. Definition and Interpretation

In these policy unless the context otherwise requires

(i) **"Emergency"** means an unexpected and sudden event that must be dealt with urgently.

(ii) **"Emergency Plan"** means a strategic plan for managing an emergency response.

(iii) **"Alert"** means an advisory that hazard is approaching but is less imminent than implied by warning message.

(iv) **"Acceptable risk"** means the degree of humans and material loss that is perceived as tolerable in actions to minimize disaster risk.

(v) **"Accident"** means an unexpected or undesirable event, especially one causing injury to an individual and / or modest damage to physical structures.

(iii) **"Assembly Area"** means a specific area where resources are organized and prepared for deployment and this is normally located away from an incident at an established facility.

(iv) **"Debriefing"** means a critical examination of an operation undertaken to determine what was done successfully, what could be done better and identify future improvements.

4. Purpose

The purpose of this emergency management policy is to provide a mandate for emergency management activities within the institution and to facilitate appropriate decision-making that protects life, limits damage and minimizes our regular functioning disruption for the benefit of the Kumaraguru College of Technology, its communities and

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its operations. It is to provide an emergency management plan to ensure a rapid response to internal and external emergency situations that supports the best outcomes for students, faculty and staff.

5. Objective

(i) To ensure Kumaraguru College of Technology (KCT) is able to respond to emergency events both internal and external in a timely and efficient manner

(ii) To maximize students, faculty and staff preparedness to ensure the safety of and minimize the impact on all people on the KCT Campus, should there be an emergency event

(iii) To ensure that there is a robust recovery plan in place.

6. KCT – Emergency Management Policy

Kumaraguru College of Technology has prepared for emergency events by having an effective emergency management policy and system that leads to a reduction in risk and an increase in organizational resilience. Kumaraguru College of Technology has developed effective emergency management system by incorporating best practices based on empirical evidence and research outcomes. KCT – Emergency management policy is formulated by incorporating vital factors.

(i) Comprehensive – all hazards, all phases [risk reduction, readiness, response and recovery], all stakeholders (students, faculty and staff) and all impacts relevant to emergencies are considered.
(ii) Progressive – all future emergency events are anticipated and preventive and preparatory measures are taken to build disaster-resistant and disaster-resilient system in campus.

(iii) Risk-driven – sound hazard identification and risk management principles are used in assigning priorities and resources.

(iv) Integrated – unity of effort is ensured among all levels of the institution and all the elements of the system.

(v) Collaborative – broad and sincere consultative relationships with individuals and organizations are created and sustained to encourage trust, advocate a team atmosphere, build consensus and facilitate communication.

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(vi) Coordinated – activities of all relevant stakeholders in KCT system are synchronized to achieve a common purpose.

(vii) Flexible – creative and innovative approaches are used to solve emergency challenges.

(viii) Professional – a science and knowledge-based approach based on education, training, experience, ethical practice and continuous improvement is valued.

7. KCT – Emergency Management

Kumaraguru College of Technology has developed its emergency management system based on four primary functions. The four primary functions are

(i) Prevention and mitigation
(ii) Preparedness
(iii) React and respond
(iv) Recovery

The four function of emergency management help to frame plans in minimizing the impact of emergency situations and help in responding and recovery of the system.

(i) Prevention and mitigation: This function is designed to assess and address the safety, security and integrity of a campus environment, including all buildings, students, faculty and staff. Prevention is taking action to decrease the likelihood that any hazard will occur. Mitigation is taking action to eliminate or reduce risks, damages, injuries or deaths that may occur during an emergency.

(ii) Preparedness: This function readies campus and all departments by developing policies and protocols for a rapid and coordinated response. These include incident command systems, training, planning and coordinating exercises for potential incidents.

(iii) React and respond: This function outlines the actions to be taken to effectively contain and resolve an incident that may impact a campus.

(iv) Recovery: This function includes procedures and services that assist a campus in the healing process and focuses on restoring the education, administrative and regular operations of a campus.

8. KCT – Emergency Management functions and activities

S. No.	Emergency Management functions	Activities involved
1	Prevention and Mitigation	Establish communication procedures for alerting students, faculty and staff about an incident. (HR and Office of student affairs) Enforce policies related to building access and safety (Infrastructure and facilities) and student accountability (office of student affairs) and staff accountability (HR). Conduct comprehensive vulnerability assessments—of the campus, staff capability and community resources (e.g., fire, police, emergency management services, hospitals) — to identify, analyze and profile hazards and identify gaps in resources that are needed. (HR, Infrastructure and facilities)
2	Preparedness	Identify gaps in the institutions current emergency management plan(s) using data from vulnerability assessments. (HR, Infrastructure and facilities) Develop or update processes and procedures to ensure the safety of the campus. (HR) Create and strengthen relationships with local community partners including lawyers, police, fire, safety, local government, public and the media. (Liasoning and facilities) Implement functional training exercises periodically with all the responders. (HR, Infrastructure and facilities)
3	Response	Establish an incident commander to manage and resolve incidents. (First senior level respondent at the incident)

			Deploy immediate resources from the campus. (Functional heads)
			Activate the communication, accountability and decision-making procedures as per the emergency management plan. (First senior level respondent at the incident)
			Document all actions, decisions, and events (e.g., what happened, what worked and what did not work). (First senior level respondent, Infrastructure, facilities and HR).
			Hold debriefing meetings with ApCom members, functional heads, student representatives and JC).
			Review after-action reports to determine recovery activities and necessary revisions to the emergency management plan based on the feedback.
4	Recovery		Outline systems and procedures for resume the services after an incident.
			Provide necessary support to the victim or family of the victim.

9. KCT – Emergency Management Action Planning

An Emergency Action Plan is simply what students, faculty and staff should do in the event of an emergency. The following elements are required as part of emergency action plan

(1) Emergency escape routes must be identified and posted if not obvious, such as if the workplace is part of a complex, is internally complicated, or has multiple stories or entrances.

(2) Employees should be aware of how they will evacuate the office and the building instantaneously, no matter where they are in the facility.

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(3) A procedure to account for all employees after the evacuation by pre-arranging a meeting or assembly point and instructing employees to not leave until accounted for.

(4) A means of reporting fires and other types of emergencies and summoning assistance.

(5) Designation of persons responsible in the event of an emergency and who may be contacted regarding emergency planning and questioning.

(6) In case of medical emergency, it is mandatory to provide first aid or CPR depending on the need. In addition, minor injuries sustained by employees should receive first aid treatment in our hospital. The most important thing for employees to consider is they should not attempt to provide aid beyond what they have been trained to do. Employees who have not received first aid training should refrain from any type of medical response.

(7) It is mandatory to display the emergency contact numbers at all the important locations where it is deem fit.

10. KCT Emergency Management protocol

(A) In case of Medical emergency

Call our Aruljyoti Medical center **1591** to inform the condition of patient to our doctor.
Call our Ambulance: **9487700820** to transport the patient
Stay with the injured person till ambulance arrives.
If qualified, provide basic emergency medical treatment
On arrival of ambulance immediately shift to our hospital for immediate treatment.
Our hospital doctor will evaluate the patient and on further treatment requirement, immediately shift to nearby our empaneled hospital.

(B) In case of Fire

Alert the people nearby and call **9487700836** to inform the facility manager about the exact location.
Facility manager initiate necessary steps (using fire extinguisher) to curtail the fire.
Facility manager will inform concern authorities for further process.

(C) In case of observing crime, violence or suspicious condition

Call our security manager **9487700816** to inform the condition

Security manager initiate necessary steps (informing police or other essential service) to control the situation.
Security manager will inform concern authorities for further process.

(D) In case of electrical or infrastructural emergencies

Call our Head – Infrastructure **9487714249** to inform the condition
Head – Infrastructure will initiate necessary steps to control the situation.
Head – Infrastructure will inform concern authorities for further process.

(E) In case of student related emergencies

Call our Head – Office of Student affairs **9487700834** to inform the condition
Head - OSA will initiate necessary steps to control the situation.
Head – OSA will inform concern authorities for further process.

(F) In case of any other emergencies

Call our main reception **0422 - 2661100** to inform the condition
Reception team will communicate to concerned authority depending on the situation.

11. KCT Emergency Management Policy Compliance

Kumaraguru College of Technology HR, Infrastructure, facilities, Liasoning, OSA and communications will periodically verify compliance to this policy and update the policy in meeting the lessons learned from emergencies, internal and external audits and peer feedback.

12. Exception

Management also have right to revise the policy at any point of time in meeting the need.

****   Thank You   ****