

**SAFETY, HEALTH AND ENVIRONMENT**

**Department:**  
**ALL CAMPUSES : Howard College**  
**: Edgewood**  
**: Nelson R. Mandela School of Medicine**  
**: Durban Westville**  
**: Pietermaritzburg**

Standard (STD)  
**Subject: SECTION : 3.00 - FIRE PROTECTION AND PREVENTION**  
**ELEMENT : 3.09 - EMERGENCY PLANNING**

Protocol No	Author	Version No	Date Adopted	Replaces
309/2009	M. Govender/J Frohlich	005	16/09/2011	04/04/2009

**Standard applies to: EMERGENCY PLANNING**

<p>No organization is immune to natural or man caused disasters such as floods, fire, explosions, gale force winds, earth quakes in some areas, runaway vehicles with explosive or corrosive contents, crashed aircraft, sabotage, and other activities giving rise to emergency situations.</p> <p>Each organization will therefore have an emergency or disaster control programme, tailored to its particular needs. The programme will be under the control of a co-ordinator i.e. The Director of Risk Management Services and/or Acting Director S.H.E. He will be empowered to delegate authority where required and speak for the UKZN in contacts with government agencies, community organizations and neighbouring industries. Emergency plans involve organizing and training of small groups of people to perform specialized services to restore the organization to a productive unit. The plans will be designed to allow for people having to work under disaster conditions – when normal services such as telephones, water, lights, and power, sanitation and transportation facilities are non-existent and first aid and fire fighting facilities are unable to cope with the sudden demand on the services.</p>	
<p><b>3.09.1 EMERGENCY ACTION PLAN :</b></p> <ul style="list-style-type: none"> <li>● A written emergency plan for each area will be available.</li> <li>● The plan will cover all calculated emergency scenarios from natural to man-caused sources.</li> <li>● Copies of the plan or parts thereof will be made available to all employees on a need to know basis.</li> <li>● Planned routes will be established for easy access to medical facilities and assembly points.</li> </ul>	

<ul style="list-style-type: none"> <li>● Provisions will be made for emergency referrals to doctors and hospitals.</li> <li>● The plan will include a disaster planning emergency response team structure in that: <ul style="list-style-type: none"> <li>- the role and participation of the OHS and First Aiders,</li> <li>- assignment of <a href="#">responsibilities</a>,</li> <li>- media spokesman designated,</li> <li>- communication systems</li> </ul> <p>are established and operational for all types of emergencies.</p> <li>● <a href="#">Bomb Threats</a></li> </li></ul>	
<p><b>3.09.2 SEPARATE FIRST-AID AND SERVICES TEAMS TRAINED AND INCLUDED IN EMERGENCY DRILLS :</b></p> <ul style="list-style-type: none"> <li>● <a href="#">First-aid teams</a> will be available in relation to the identified risks.</li> <li>● A contingency team consisting of key personnel will be selected and trained.</li> <li>● Maintenance and First-aid teams will be familiar with health risks and PPE used for substances they are exposed to.</li> <li>● First-aid and services teams will carry out regular drills in line with identified emergency scenarios.</li> </ul>	
<p><b>3.09.3 CO-ORDINATOR TRAINED TO TAKE CONTROL :</b></p> <ul style="list-style-type: none"> <li>● A <a href="#">co-coordinator</a> and alternative will be appointed to control the emergency action plan.</li> <li>● The co-coordinator will be trained or have adequate experience in the techniques and action plan requirements.</li> </ul>	
<p><b>3.09.4 CONTROL CENTRE/EMERGENCY EQUIPMENT :</b></p> <ul style="list-style-type: none"> <li>● A dedicated control centre area will be available and an alternative in the event of the main centre being rendered inoperative.</li> <li>● The control centre will be fitted with the necessary communications and or other emergency equipment, plan etc.</li> <li>● Planning will go into the emergency power supply for lighting and equipment.</li> <li>● Where necessary, the emergency equipment to control environmental emergencies (i.e. spills) will be available and in good working order.</li> </ul>	

**DELEGATION OF RESPONSIBILITY:** All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

Approved by (Position)	Date approved	Signature

**Circulation List:**

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature



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