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DISASTER MANAGEMENT POLICY

Date of Recommendation by Management: Aug. 2019

Date of Approval by the University Council: December 2019

Commencement Date: January 2020

Review Date: Institutional Review every after five years

Signature by Chairman Council

Table of Content

1.0	Interpretation of Operational Terms of the Policy	2
1.1	Background of MRU	2
1.2	Strategic Goals of MRU	2
1.3	Vision of MRU	3
1.4	Mission of MRU	3
1.5	Core Values of MRU	3
2.0	Introduction of the Policy	3
3.0	Objectives of the Policy	3
4.0	Application of the Policy	4
5.0	Undertaking	4
6.0	Execution	4
7.0	University Administration	5
8.0	Coordinating Instructions	8
9.0	Reporting	8
10.0	Logistics	9

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1.0 Interpretation of Operational Terms of the Policy

(i) Disaster:

Is a sudden occurrence like an accident or a natural catastrophe that causes great damage or human, material, and economic or environmental losses or seriously disrupts the functioning of an organization or a community. It also means an event(s) or fact(s) that has/have unfortunate consequences.

(ii) Disaster Management:

Is the organization or management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of the disasters.

(iii) Reporting:

Is giving formally a spoken or written account of something that someone has observed, heard, done, or investigated. In an organizational context, its purpose, which has to be clear, is to communicate or submit information which has been compiled as a result of research and analysis of data and of issues.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of MRU, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

- i) To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii) To promote research and encourage students and staff to publish;
- iii) To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;

- iv) To strengthen MRU's human resource capacity;
- v) To achieve a sustainable financial resource base;
- vi) To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii) To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be "a leading university responding to contemporary challenges through teaching and learning, research and technical guidance".

1.4 Mission of MRU

The Mission of MRU is "to provide training, research and technical guidance responsive to national socio-economic needs".

1.5 Core Values of MRU

The core values of MRU are as follows:

- i) Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii) Respect for Diversity;
- iii) Cultural Sensitivity;
- iv) Tenacity; and
- v) Team Spirit.

2.0 Introduction of the Policy

This Policy is based on the principle that MRU will bear the initial responsibility for disaster relief on campus. When specific demands exceed the service levels available, it is understood that assistance will be requested through the Office of the Prime Minister (Ministry of Disaster Preparedness) and from surrounding agencies including local government agencies. The policy will provide for local coordination of resources furnished from outside agencies responding to requests for assistance. It is understood that MRU will provide such assistance to other agencies as much as possible when necessary.

3.0 Objectives of the Policy

This Policy will be the basis of activities and procedures which will assure maximum and efficient utilization of all resources in MRU, minimizing the loss of life and/or injury to the population, and protecting and conserving resources and facilities of MRU during large-scale emergencies considered to be of disaster magnitude.

4.0 Application of the Policy

MRU is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: fires and explosions, disease outbreak, hailstorms, strong wind, thunder, earthquakes, among others. So, this Policy will apply to these spectrums.

5.0 Undertaking

MRU will provide for the protection of students, staff, visitors, and material resources of the campuses in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The administration of MRU will provide for continuity of management function, damage assessment (public and private) and immediate attention to the re-establishment of normal operations so as to support its academic mission.

6.0 Execution

(i) Pre-Disaster Phase:

Activities in this phase are designed to develop a strong MRU's emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:

- a. Conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives;
- b. Preparing and conducting public information programs on disasters to educate the campus population on prevention and protection measures to be taken during a disaster;
- c. Developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of a disaster;
- d. Establishing mutual support agreements as necessary with other local adjacent governments; and
- e. Establishing the necessary emergency powers to include a line of succession in order to maintain a continuity of administration during any type of disaster.

(ii) Disaster Phase:

During this phase, the operational activities of MRU will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster if the warning is sufficient. The disaster phase shall include all of the following:

- a. In the event of a disaster with little or no warning, operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;

- b. A designated officer for social services together with the Guild President shall notify the Vice Chancellor or the appropriate line of succession as to the nature of the disaster;
- c. The VC or designated officer, shall use his/her powers of discretion to declare a Major Emergency;
- d. The declaration of a Major Emergency automatically triggers the implementation of the disaster management policy;
- e. An Emergency Operations Center (EOC) will be established as soon as possible after the declaration of a Major Emergency; and
- f. The necessary emergency operations will be initiated and maintained.

(iii) Recovery Phase:

During this phase, MRU administration, the Fire and Police Departments, Facilities, Maintenance, and Operations, and other Departments as needed will undertake operations necessary to administer to the sick and injured, restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and/or otherwise made unusable by a disaster. The Vice Chancellor will be responsible for determining priorities of effort, allocating resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal MRU functions.

7.0 University Administration

- a) Each MRU Department/Division/Unit will establish specific procedures, and checklists to accomplish responsibilities associated with the routine activities as they relate to essential services. However, other services may also be considered essential depending on the nature and magnitude of the disaster. Therefore, it is essential that all responsible centres have an "Emergency Operations Activities Check List" that will support MRU's Disaster Management Policy;
 - b) The MRU Council has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations, and recovery operations of all Divisions; as well as the coordination of emergency support provided by other stakeholders including State and local agencies; and
 - c) The Vice Chancellor of MRU is responsible to the Council. He/she represents the Council while directing and supervising all activities of MRU administration during the pre-disaster and recovery phase operations. The VC is responsible for:
 - i. Declaring a "MAJOR EMERGENCY" which will initiate MRU's Disaster Management Policy; and
 - ii. Responding to the MRU EOC.
1. The Deputy Vice Chancellor will be responsible for:
- a. Acting on behalf of the Vice Chancellor in his/her absence;

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- b. Providing information to the EOC concerning the impact of the disaster on the academic mission of MRU;
 - c. Assessing detailed reports from Deans and Academic Department Heads concerning needs to return MRU to its normal academic status; and
 - d. Locating and operating temporary academic facilities to replace those lost in a disaster for an extended period of time.
2. MRU's Emergency Preparedness Director is responsible to the Vice Chancellor. MRU's Emergency Preparedness Director implements emergency orders of the Vice Chancellor or designee, relating to the disaster. Additional responsibilities include:
- a. Reporting to and opening the MRU EOC or alternative site;
 - b. Receiving of requests for emergency services;
 - c. The dispatching of emergency services, as requested and as available;
 - d. Establishing and maintaining communications with appropriate authorities and stakeholders;
 - e. Being a liaison between MRU and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase;
 - f. Requesting other MRU agencies, as necessary, to respond to their predetermined disaster staging area; and
 - g. Ordering the opening of a Media Information Center to handle incoming requests for information.
3. The MRU's Police Department is responsible for:
- a. Sending a representative to the MRU EOC;
 - b. Maintaining law and order throughout campus,
 - c. Maintaining traffic control on evacuation routes,
 - d. Coordinating all law enforcement resources made available to MRU,
 - e. Providing security at the EOC; and
 - f. Establishing a system for issuing security passes to authorized personnel in the disaster affected areas.
4. MRU's Department of Fire and Emergency Medical Services is responsible for utilization of all fire fighting, emergency medical, rescue and hazardous materials response resources made available to MRU. Specifically, the Department shall be responsible for:
- a. Sending a representative to the MRU EOC;
 - b. Ordering evacuations, as needed;
 - c. Coordinating search and rescue missions;
 - d. Extinguishing of fires;
 - e. The pre-hospital triage, treatment, and transportation of the sick and injured; and
 - f. Maintaining an adequate reserve force for additional simultaneous emergencies.

5. Health Centre, Counselling and Psychological Services are responsible for all health and medical resources and facilities on campus. The staff shall be responsible for:
 - a. Providing limited care facilities for treatment of minor injuries upon request from the EOC, providing field support for Paramedics in triage and emergency treatment of the sick and injured; and
 - b. Coordinating with the Disaster Preparedness Office for the care of mass casualty victims.

6. Public Relations office is responsible for the assembly, preparation, and dissemination of public information concerning the disaster, including and shall be responsible for the establishment of a media staging area remote from the disaster area for media briefing purposes.

7. Estates Office is responsible for safely maintaining the operating plans and facilities so as to allow MRU to return to performing its normal business as quickly as possible after the disaster. Its responsibilities include, but are not limited to:
 - a. Removing debris and obstructions from transportation routes;
 - b. Repairing and restoring utilities, including electrical, potable water, and sewer systems on campus; and
 - c. Providing qualified staff to conduct damage assessments and reporting to MRU's EOC.

8. Management Information Systems Office is responsible for maintaining telephone and cellular services for MRU based on the following priorities:
 - a) An emergency dispatch center located at the MRU Police Department, EOC (MRU Fire Department);
 - b) Headquarters building emergency services (Police, Fire - Emergency Medical Services), Facilities, Maintenance & Operations;
 - c) Administrative functions as dictated by the nature and scope of the disaster; and
 - d) Residential customers.

9. Dean of Students Office is responsible for services primarily related to the safety and well-being of campus and commuter students including:
 - a) Providing a representative at MRU's EOC located at the MRU Fire Department or an alternate site;
 - b) Providing students with educational material for appropriate response to disaster related situations that are possible at MRU;
 - c) Staffing of the identified site in the event of a campus-wide evacuation;
 - d) Providing temporary relocation facilities for displaced residents and maintaining records as to the location of students who have been displaced;



- e) Providing bedding materials for the MRU EOC at MRU Fire Department or alternative site and emergency workers on campus during the emergency;
- f) Providing food and eating facilities as may be needed by emergency workers - including those in the EOC at MRU Fire Department for the duration of the disaster;
- g) Provide as normal as possible food services to the student population; and
- h) If necessary, provide temporary morgue space in refrigeration facilities.

10. The Bursar shall be responsible for advising the EOC concerning financial matters in support of disaster management including:

- a. Development of a business recovery policy for MRU business resources during the pre-disaster phase;
- b. Providing continuity of business services to internal and external customers during disaster and post-disaster phases;
- c. Emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources;
- d. Maintaining expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases; and
- e. Determine need for and operation of post-disaster supplies.

8.0 Coordinating Instructions

This Policy is to be used for planning purposes upon receipt and for execution upon order of the Vice Chancellor. All MRU Department Heads are responsible to the Vice Chancellor for directing and controlling disaster related operations in their respective Divisions and the implementation of emergency orders and decisions of the Vice Chancellor. In addition, all Department Heads are responsible for:

- a. Developing mitigation plans, including protection of critical data and equipment from loss;
- b. Coordinating with other agencies before, during, and after an emergency or disaster to assure the most efficient operation of personnel and material resources;
- c. Staffing and representing their Department in the EOC;
- d. Maintaining a current roster of key personnel at an off campus location (home) for call-back purposes;
- e. Developing mutual aid agreements with similar agencies of adjoining counties or educational facilities; and
- f. Administratively and logistically supporting other MRU Department/Division/Unit.

9.0 Reporting

Reports are required periodically when a disaster has occurred to provide the Vice Chancellor with information to use in determining the appropriate response to the disaster. Initial reports will be submitted as quickly as possible to the Emergency Preparedness Director.

10.0 Logistics

- (i) Individual MRU Department/Division/Unit and mutual aid forces will utilize supplies, personnel, and transportation normally used by their organization;
- (ii) With the exception of emergency resources needed during the incipient phase of a disaster — additional supplies, transportation, and human resources will be requested through the EOC by the Incident Commander (IC); and
- (iii) Appropriate staging areas for manpower and equipment will be established by the IC including necessary shelter and sanitary facilities.

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