

## DISASTER MANAGEMENT PLAN AY2025-26

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### **PURPOSE**

This Disaster Management Plan (DMP) will be the basis to establish policies and procedures which will assure maximum and efficient utilisation of all resources on the centre, minimise the loss of life and/or injury to the population, and protect and conserve resources and facilities during large-scale emergencies considered to be of disaster magnitude.

For the purpose of this plan, disaster shall be defined as any condition -- man-made or natural which results in a significant disruption to the operation of the centre. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a "disaster" is determined by the potential for loss of life, damage to facilities, and the amount of external resources necessary to return to normal academic function.

Contingency planning is also included in this document to consider the course of action in the event that the main IT Server, phones, electricity, water or key personnel are unavailable for a protracted period (or permanently).

### **ORGANISATION**

This DMP is based on the principle that UGMACERAK will bear the initial responsibility for disaster relief on centre. When specific demands exceed the service levels available, it is understood that assistance will be requested through the civil guard and related ministerial departments.

### **SITUATION**

The centre is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: storms (cyclone, winds, flood, monsoon), earthquake, tidal wave, fires and explosions, radical human behaviour and industrial type disasters.

## **Temporary Closures: Ensuring Safety and Continuity**

At UGMACERAK, the safety and well-being of our students, staff, and visitors will always be our highest priority. In certain situations, such as emergencies or adverse weather conditions, we may need to temporarily close our campus to protect our community. To manage such scenarios effectively, we will follow a structured approach that minimizes disruption while ensuring continuity of operations.

Our leadership team, in coordination with relevant authorities, will make closure decisions in compliance with UAE regulations and directives. These decisions will be based on thorough risk assessments, emergency plans, and prevailing conditions to safeguard everyone on campus.

Clear and timely communication will be essential when a temporary closure is implemented. We will inform all students, faculty, and staff about the closure, including the reasons, expected duration, and any alternative arrangements. Where possible, we will transition to hybrid or online learning models to maintain academic continuity.

Additionally, we will notify the licensing authority of any campus closure to ensure alignment with government directives and facilitate a coordinated response.

During closures, we will activate our emergency plans, conduct ongoing risk assessments, and take necessary measures to maintain operational functionality. Reopening will only take place once we, in collaboration with relevant authorities, confirm that conditions are safe, ensuring a smooth transition back to normal campus activities.

### **OBJECTIVE**

The centre will provide for the protection of students, faculty, staff, visitors, and material resources of the centre in order to minimise injury, loss of life, and damage resulting from any kind of disaster. The administration of UGMACERAK will provide for continuity of management function, damage assessment, -- public and private -- and immediate attention to the re-establishment of normal operations.

### **EXECUTION**

1. Pre-Disaster Phase: Activities in this phase are designed to develop a strong emergency response capability and to organise all levels of administration to assure full utilisation of all resources by completing the following:

- preparing and conducting staff information programs on disasters to educate the faculty on prevention and protection measures to be taken during a disaster;
- developing a procedure for alerting, notifying, and mobilising key officials and emergency response personnel in the event of a disaster;
- establishing mutual support agreements, as necessary with other local adjacent organisations;

- preparing plans for disaster recovery phases from disasters; and
- establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.

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

- 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;
- The Director -- shall use his discretion to declare a MAJOR EMERGENCY;
- The declaration of a MAJOR EMERGENCY automatically triggers the implementation of the Disaster Management Plan (DMP);
- An Emergency Operations Centre (EOC) will be established as soon as possible after the declaration of a MAJOR EMERGENCY.
- The necessary emergency operations will be initiated and maintained in accordance with the attached Appendixes.

3. Recovery Phase: During this phase, centre administration, the Civil Guard, Facilities, Maintenance, and Operations, and other departments as needed will undertake operations necessary to administer to the sick and injured, restore 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 Director, or his designee, 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 functions.

## **DIRECTION AND CONTROL**

Overall emergency operations will be directed from the EOC. By approval of this Disaster Management Plan, the implementation of the plan is delegated to the Chain-of - Command listed below:

1. UGMACERAK Senior Management (CEO)
2. Director
3. Academic Coordinator
4. Quality Manager
5. Marketing Manager

## **ADMINISTRATION**

1. The UGMACERAK Senior Management Team 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 agencies.
2. The Director of is responsible to the UGMACERAK SMT as their representative. The Director represents UGMACERAK while supervising all activities of the administration during the pre- disaster and recovery phase operations. The Director is responsible for:
  - Declaring a "MAJOR EMERGENCY" which will initiate this DMP
  - Responding to the Police, Civil Defence and ministerial agencies
  - Arranging temporary facilities to replace those lost
3. The Academic Coordinator will be responsible for:
  - Acting on behalf of the Director in his/her absence.
  - Providing information to the UGMACERAK SMT concerning the impact of the disaster on the academic operations.
  - Assessing detailed reports from Course Managers concerning needs to return the centre to its normal academic status; and
  - Transition to and operation of temporary academic facilities
4. The Quality Manager is responsible to the Director and implements emergency orders of the CEO or Director, relating to the disaster. Additional responsibilities include:
  - Reporting to Police/Civil Defence or alternative service;
  - Receiving of requests for emergency services;
  - The prioritisation and direction of emergency services, as requested and as available;
  - Establishing and maintaining communications with appropriate municipal services;
  - Being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase;
  - Notification and reporting situation updates to partner organisations.
5. The Marketing Manager is responsible for:
  - Coordinating media information requests;
  - Maintaining order throughout centre,
  - Maintaining traffic control on evacuation routes in conjunction with EDRAK
  - Coordinating the administrators in the contacting of students/parents and establishments of an information source online
  - Establishing a system for issuing security passes to authorised personnel in the disaster affected areas.
6. The Civil Defence is responsible for utilisation of all firefighting, emergency medical, rescue and hazardous materials response resources made available to the centre. Specifically, the department shall be responsible for:

- Sending a representative to the EOC to liaise with the Director;
- Ordering evacuations, as needed;
- Coordinating search and rescue missions;
- Extinguishing of fires
- The pre-hospital triage, treatment, and transportation of the sick and injured; and maintaining an adequate reserve force for additional simultaneous emergencies.
- Coordinating with the coroner regarding the care of mass casualty victims

7. The Municipality/Council is responsible for the assembly, preparation, and dissemination of public information concerning the disaster, including and shall be responsible for:

- The establishment of a Public Relations Officer (PRO) at or near the site or alternate site; and
- establishment of a media staging area remote from the disaster area for media briefing purposes.

8. Facilities Maintenance and Operations (EDRAK) is responsible for safely maintaining the operating plant and facilities so as to allow the centre to return to performing its normal mission as quickly as possible after the disaster. FM&O responsibilities include but are not limited to:

- Providing a representative at the EOC
- Removing debris and obstructions from transportation routes;
- Repairing and restoring utilities -- including electrical, potable water, and sewer systems on centre
- Providing qualified staff to conduct damage assessments and reporting to EOC.
- Providing temporary relocation facilities for displaced students and maintaining records as to the location of students who have be displaced;
- Providing bedding materials at the alternative site and emergency worker on centre during the emergency

## **COORDINATING INSTRUCTIONS**

The DMP is to be used for planning purposes upon receipt and for execution upon order of the Director or designee. All staff are responsible to the Director for managing and controlling disaster related operations in their respective teams and the implementation of emergency orders and decisions of the Director. In addition, all Managers are responsible for:

- Developing the required that will support this plan;
- Developing mitigation plans including protection of critical data and equipment from loss;
- Coordinating with other agencies before, during, and after an emergency or disaster to assure the most efficient operation of personnel and material resources;
- Staffing and representing their department in the EOC when requested;

- Maintaining a current roster of key personnel at an off-centre location for call-back purposes;
- Developing mutual aid agreements with similar agencies of adjoining educational facilities; and
- Administratively and logistically supporting other organisations

## REPORTING

Reports are required periodically when a disaster has occurred to provide the Senior Management Team with information with information to use in determining the appropriate response to the disaster. Initial reports will be submitted as quickly as possible to the Director. The **Risk Register log** is made available at the reception and all incident of risk will be recorded on a timely basis.

The reporting cycle, beginning with the Initial Damage Assessment will be at 0900 and 1600 each day during the disaster response phase. Reporting will take place in person at the EOC all staff listed above in Direction and Control are to attend.

Reports will include the following:

1. Initial Situation Report - includes but is not limited to:
  - Type of disaster;
  - Date and time of disaster;
  - Status of mobilisation of centre resources;
  - Initial casualty, damage assessment; and
  - Immediate support needed from off centre agencies to bring incident under control.
  - Allocation of priorities
2. The initial Damage Assessment Report will be made by the Director at the scene of the disaster and will include:
  - Geographic estimate of damage area; and
  - Injury and fatality report.
3. EDRAK Assessment Report will be made by qualified Facilities Operations and Maintenance staff and will include:
  - Listing of damaged facilities; and
  - Resources necessary to return the facilities to normal operations.
  - Time and expense to return damaged facilities to normal operations; and
  - Estimate of off-centre resources needed immediately to initiate the disaster recovery process.

4. Daily Situation Reports will be made by the Director to the Municipal Services at or around 4:00 PM. This report shall include updates on emergency activities related to mitigation of the disaster

5. After Action Report will be submitted to the appropriate Partner Organisation as soon as possible after the termination of the Disaster Phase. The report will be a narrative summary summarising:

- Overall combined efforts of all involved agencies and departments
- Outstanding support required for students
- Deficiencies observed; and
- Recommended actions that should be taken to improve effectiveness.

Review history

<i>Last Updated:</i>	<i>November 2025</i>
<i>Reviewed on</i>	<i>November 2025</i>
<i>Next review Date</i>	<i>September 2026</i>