



Role and tasks of the Crisis and Disaster Management Unit

Chairman of the Board:

The Chairman of the Board shall have the following duties and powers:

- 1- Convening the Board of Directors for its regular (monthly) session or any emergency meeting.
- 2- Chairing Board of Directors meetings and signing its resolutions.
- 3- Deciding on urgent matters that cannot be postponed, provided that these matters are presented to the Board at its next meeting.
- 4- Performing any other duties assigned by the Board of Directors.

Vice Chairman of the Board:

The Vice Chairman of the Board shall have the following duties and powers:

- 1- Responsible to the Board of Directors for the proper performance of the executive and administrative staff.
- 2- Submitting technical and financial reports to the Chairman of the Board.
- 3- In the Chairman's absence, he shall have the same powers as the Chairman.
- 4- Performing any other duties assigned by the Board of Directors.

Unit Director's Duties:

1. Supervising the unit's operations.
2. Implementing council decisions and submitting reports to the college's Vice Dean for Community Service and Environmental Development.
3. Preparing the unit's activity plan.
4. Preparing the annual report on the unit's activities and periodic progress reports.
5. Proposing the engagement of experts to carry out tasks within the unit's purview.



6. Proposing amendments to the unit's bylaws to improve its operations.

Duties of the Executive Director of the College Quality Unit:

- 1- Monitoring security and safety procedures.
- 2- Conducting periodic reviews of the unit's files.
- 3- Following up on the unit's meeting minutes and including them in the quality records.

Duties of Department Heads at the College:

- 1- Inspecting the laboratories of each department.
- 2- Monitoring security and safety procedures in classrooms during the academic day.

Duties of the College Secretary:

1. Monitoring security and safety procedures in the workplace
2. Regularly patrolling the college building.
3. Following up on incoming and outgoing correspondence from the university administration.

Duties of Medical Care Officers

- Developing preventative programs.
- Raising health awareness, particularly in the field of preventative medicine, in the event of epidemics.
- Ensuring the availability of necessary first aid resources in case of a disaster.
- Coordinating with relevant authorities, especially hospitals, to establish a mechanism for handling crises.



- Conducting regular first aid courses (every 6 months) for workers and administrators.
- Monitoring occupational injuries affecting college staff, students, faculty members, and their assistants.
- Identifying occupational hazards and resulting illnesses for:
 - Faculty members, their assistants, and students.
 - Administrators.
 - Workers (skilled trades and support services).
- Developing a plan for preventing and controlling occupational hazards (awareness campaigns, training, provision of safety equipment, etc.).

Responsibilities of the Monitoring and Alarm Management Officer:

- Developing monitoring and surveillance plans.
- Monitoring the functionality of alarm systems.

Responsibilities of Engineering Management Officials:

- Monitoring security and safety procedures for the facilities and the college building, including entrances, exits, and emergency stairwells.

Responsibilities of the Operations, Training, and Evaluation Manager:

- Coordinating the preparation of training courses on various aspects of occupational safety and health.
- Conducting periodic evaluations of each seminar or workshop.

The duties of the Civil Protection Officer include:

- Reviewing fire extinguishers throughout the college buildings to ensure their adequacy, efficiency, and proper placement.
- Conducting regular inspections of fire extinguishers to confirm their operational readiness and forwarding any empty ones to the Civil Protection Department for refilling.
- Regularly inspecting fire hydrants and repairing any that are damaged to ensure they are always operational.



- Providing the necessary protective equipment for the college firefighting team and ensuring its availability in easily accessible locations.
- Reviewing the availability of alarm systems in newly constructed buildings.

Civil Protection Officer Requirements:

- Ability to direct and lead personnel.
- Ability to plan and follow up.
- Creative thinking.
- Self-motivated to complete tasks on time and with high efficiency.
- Preparing statistics and data related to firefighting equipment.

Required Training:

- Civil protection courses (firefighting - civil defense)

Unit Members' Duties:

- Following up on administrative matters related to the unit's work.
- Preparing incident reports for submission to the college administration for discussion and the development of recommendations aimed at reducing incidents.
- Recording minutes of unit meetings.
- Documenting all situations considered crises that could threaten the college's operations in the crisis log.
- Receiving calls and managing the unit's communications.

Update the unit's news on the unit's website.

The legal specialist's duties include:

Reviewing the crisis plan and the legal aspects of any decisions, instructions, and orders that must be issued regarding the crisis and its consequences



Unit Activities:

Safety and securing the work environment through:

- Preparing plans to protect and secure college facilities.
- Developing emergency and evacuation plans and implementing scenarios that simulate how to act in the event of a crisis.
- Continuous communication and cooperation with the university's Civil Defense and Protection Unit.
- Ensuring the functionality of fire suppression systems and their compliance with specifications.
- Developing monitoring and surveillance plans.
- Developing and implementing training programs.
- Monitoring the implementation of security and safety standards in all academic and administrative departments of the college.
- Assessing potential risks and crises.

Director of the Crisis and
Disaster Management Unit

Vice Dean for Community
Service and Environmental
Development

Dean of the Faculty

Prof. Dr. Manal Hamed

Prof. Dr. Faten Shafiq

Prof. Dr. Marwa Ragheb



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