




Contingency plan

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Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate	Head of Academia		2022/03/30

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



1 PURPOSE

To provide guidelines to effectively and efficiently deal with any event/natural disaster/water shortage/or other incidence that can negatively impact on the academic programme and safety of students and staff, to protect the interest and right of all students and staff at WCCN.

2 SCOPE OF APPLICATION

The directives and principles contained in this guideline is applicable to all students and employees of the **WCCN**.

3 Classification of Disasters

Natural
Influence/created by human beings
Other

4 RELEVANT LEGISLATION AND/OR POLICY, CODES OF PRACTICE, PROFESSIONAL AUTHORITIES

- Higher Education Act (Act No 101 of 1997)
- Education and Training (SADC 1997)
- National Plan for Higher Education (2001)
- Minimum admission requirements for Higher Certificate, Diploma and Bachelor`s Degree Programmes requiring a National Senior Certificate (Government Gazette Vol. 114, No 32743)
- South African Nursing Council (SANC): Guideline for Registration of Foreign nurses in order to pursue studies of Basic Nursing Qualifications
- The Higher Education Qualifications Framework. (October 2007)
- National Senior Certificate – A qualification at NQF level 4 on the National Qualifications Framework, Government Gazette Vol. 481, No 27819 of July 2005
- Occupational Health and Safety Act, 2015

5 RELEVANT INTERNAL POLICIES

- Vision, Mission & Strategic Plan of WCCN
- Assessment Policy and Procedures and Rules for Assessment
- Curriculum Policy
- Policy on Academic Staff Development
- Qualification Review Mechanism
- Moderation Policy
- Student Academic Support
- Work Integrated Learning Policy
- WCCN Multi Campus Evacuation Plan

6 ESTABLISHMENT OF COMMITTEES TO DEAL WITH ANY EMERGENCY SITUATION THAT IS THREATENING TO STUDENTS AND STAFF SAFETY, AS WELL AS THE ACADEMIC PROGRAMME

A transversal committee comprising of various stake holders will be responsible for all contingency plans/action lists and negotiations if applicable. Transversal Committee will consist of the following stakeholders:

- Chief Directorate People Management
- Director Department of Health Safety and Security
- Director WCCN
- Director Labour Relations
- Director Engineering
- Directorate Communication

Transversal Committee to report to Department of Health Security Committee

Emergency Management Team (EMT) will be appointed in writing by the Director: Western Cape College of Nursing

Academic Programmes contingency plan committee will be appointed by the Director WCCN: HOC (Academic teaching and Learning portfolio) and supported by other HOC`S. Team will consist of HOC`S, HOD`S and subject coordinators per Campus.

6.1 EMERGENCY MANAGEMENT TEAM (EMT)

The team will comprise the following:

- Director WCCN
- Heads of Campuses
- Head Infrastructure and Support Services
- Head of Finance
- Head of Department Student Matters
- Head of People Management
- Two Labour Caucus representatives of WCCN
- One representative from the Directorate: Labour Relations (DoH)
- Communications Officer of WCCN
- One representative from the Directorate: Risk Management of the Department of Community Safety (ComSafe)
- One representative from the DoH (Nursing Directorate)
- One representative from the DoH Engineering Department
- Legal Officer (DoH)
- Representative of Academic Programme contingency plan
- Representative of Student Representative Council (SRC)
- Appointed Health and Safety representatives
- Appointed Floor/Fire Marshalls

6.2 DUTIES AND RESPONSIBILITIES OF ROLE PLAYERS

Team Leader (Director WCCN) will be responsible for the implementation of the implementation of the Occupational Health and Safety Act,

- Gather information from source written/verbal notification/memorandum
- Convene EMT
- Feedback to Transversal Committee
- Assign Responsibilities
- Facilitate the process of managing the emergency situation
- Provide emergency situation operational/contingency plan
- Feedback to staff/students

Labour Caucus Representatives

- Represent the interest of Employee`s
- Feedback to all union representatives regarding development and fair treatment of employees
- Monitoring fair treatment of staff

Labour Relations Officers from WCCN/Head Office

- Perform Advisory and Liaison Officers role between various role players

Communication Officer: WCCN

- Communicate with External Stake Holders
- Liaise with Director: Communications

Risk Management: ComSafe (DoH)

- Assess the situation for plan of action and or evacuation of site/sites
- Safety of staff
- Safeguarding of Premises (Check operation of surveillance cameras and safeguarding of video materials)
- Assignment of additional guards
- Liaise feedback to PMT
- Monitor situation
- Liaise with South African Police Services and Security Contractors
- City of Cape Town
- DoH Engineering Department
- Feedback to Department of Health Security committee

Representatives from Academic Programme Contingency Plan Committee

- Investigate and obtain mandates to resolve academic matters if grievance related.
- Re design/ re plan academic programme; examination schedule; teaching sites; examination sites; work Integrated learning sites; follow principles of blended learning; use social media to communicate to students and staff and to share information
- Enhance the use of virtual learning environment to be used by students and staff
- (Provide learning material to students via the web: Assessments, Student tracking, Collaboration and Communication tools); promote off site teaching interventions/contact sessions if possible.

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- Liaise with Internal and External stakeholders to make use of alternative teaching and learning venues/facilities as agreed in MOA
- Provide feedback to main team

Judicial Officer – DoH

- To ensure legal compliance will all actions taken towards students
- To ensure safety of staff is within the legal parameters