

Policy for the absence of CARES Director v1

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Policy for the absence of CARES Director v1

This document outlines the adaptations required to standing CARES policies in the event of the absence of the CARES Director (either due to travel or sickness).

General considerations

This document assumes that the CARES Director is capable and expected to return to his normal duties within a reasonable timeframe. If this is not the case (e.g. in cases of serious illness or accident to the CARES Director), a member of the CARES Support Team will contact the CARES Governing Board Co-Chairs for advice and guidance.

The Policy will apply only for periods of absence from Singapore or periods of sickness of more than 24 hours duration.

Deputy Officer

During periods of absence the CARES Director will appoint a Deputy Officer from among the List A financial signatories. This appointment will be made and confirmed via the Deputy Notification Form (Appendix C). The duties of the Deputy Officer are listed below (Human Resources and Finance).

Deputy Site Controllers

To ensure the Emergency Response Plan can always operate in the event of an emergency in the CARES laboratories, two Deputy Site Controllers have been appointed (see below for duties). These individuals will confirm their ability to deputise during periods of absence of the CARES Director via the Deputy Notification Form (Appendix C).

Deputy Notification Form

During periods of absence of the CARES Director, a fully signed Deputy Notification Form will be lodged with the CARES Office. In the event of an emergency, the confirmed deputies will be contacted as per this policy.

Laboratory & Emergency Response Plan

Under the existing CARES Emergency Response Plan (approved by the CARES Governing Board May 2016), the CARES Director acts as **Site Controller** in the event of a laboratory emergency. To ensure these duties are covered even in the absence of the CARES Director, two Deputy Site Controllers have been appointed.

Duties of Deputy Site Controllers

In the event of an emergency during the absence of the CARES Director from Singapore, the **Deputy Site Controller** will carry out the following duties as per the Emergency Response Plan.

GENERAL TASKS	PHASE	DETAILED TASKS
Overall: In-charge of emergency response operations and liaise with building Site Main Controller and government agencies.	I	<ul style="list-style-type: none"> - Carry out initial Response & call SCDF / SPF - Notify NEA and/or MOM when required - Summon ambulance if employee is injured - Notify Building Fire Safety Manager of emergency - Activate evacuation
	II	<ul style="list-style-type: none"> - Authorise shutdown of equipment
	III	<ul style="list-style-type: none"> - Liaise with SCDF and Building Fire Safety Manager for re-entry instruction

Summary, extracting from CARES Emergency Response Plan v. 1-0 (May 2016)

In addition to these duties, the Deputy Site Controller will make all efforts to contact the CARES Director. Once the CARES Director has been contacted, he will decide (in discussion with the Deputy Site Controller and, if necessary, CARES Governing Board members) on whether the severity of the incident requires his presence in Singapore. If so, the CARES Director will aim to return to Singapore within 48 hours.

Resources and training for Deputy Site Controllers

The Deputy Site Controllers are issued with a detailed briefing sheet (adapted from the Emergency Response Plan) – Appendix A. The CARES Laboratory Manager is responsible for ensuring that the Deputy Site Controllers always have access to the latest version of the briefing sheet. Hard copies of the briefing sheet are available on site in the SOP folder, which is located in the CARES office CAMR07. Deputy Site Controllers will be involved in the regular emergency drills and receive additional training, if needed.

Appointed Deputy Site Controllers

The current appointed Deputy Site Controllers (as at 25th July 2016) are:

ANY CHANGES TO DEPUTY SITE CONTROLLER DETAILS TO BE NOTIFIED IMMEDIATELY TO CARES DIRECTOR, CARES LAB MANAGER AND FIRE COMMAND CENTRE.		
Deputy Site Controller name	Contact details	Role in CARES C4T
Prof XU Rong (preferred contact for incidents in Lab 1)	Tel/Email: H: +65 9030 1275 P: +65 6790 6713 E: RXU@NTU.EDU.SG	PI, IRP3 Nanyang Technological University NTU-N1.2-B1-10

Prof Jim Yang LEE (preferred contact for incidents in Lab 2)	Tel/Email: H: +65 9144-6270 P: +65 6516 2186 E: chehead@nus.edu.sg	PI, IRP2 National University of Singapore NUS-E5 02-11
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Actions before a period of absence by the CARES Director

Before any period of absence the CARES Director will notify the Deputy Site Controllers of the expected dates of absence and any changes to his contact details during the period. The Deputy Site Controllers will confirm if they are able to deputise during the period. If not, additional Deputy Site Controllers will be sought from among the CARES C4T PIs and their contact details issued to all personnel involved in the Emergency Response Plan (Appendix B).

Before any period of absence the CARES Director and Deputy Site Controllers will sign the Deputy Notification Form (Appendix C) to confirm the arrangement and handover of duties.

Human Resources

The main policy relating to employment in CARES Ltd is the CARES Employee Handbook (approved by the CARES Governing Board, May 2016). Under the Employee Handbook, the CARES Director has a number of routine, non-urgent duties and some duties that he may be required to perform urgently, without notice in response to a situation on the ground. This Policy for Absence deals only with the urgent 'emergency' duties, as the routine duties will either be dealt with remotely by the CARES Director or delegated individually.

Duties requiring delegation

The duties that have been risk assessed as either likely to have a high likelihood of being strongly time-dependent (ie. urgent) or high risk for the programme if not dealt with quickly are as follows:

CARES Director duties (extracted from CARES Employee Handbook)	Mitigating action plan in case of CARES Director absence
Receiving concerns or reports of bribery or fraud relating to CARES and taking appropriate action (including informing the CARES Governing Board).	<p>If the CARES Director is not contactable, then the CARES HR Executive will take any sensible immediate actions necessary and then make all possible efforts to contact:</p> <ol style="list-style-type: none"> 1. CARES Director 2. The nominated Deputy Officer (as per the Nomination Form lodged with the CARES Office) <p>If the HR Executive is unable to contact either of the above within 12 hours, she/he will contact the Pro-Vice Chancellor for Research, University of Cambridge; Tel: +441223764996</p>
Receiving declarations of conflicts of interest and advising on the appropriate actions (including any gift declarations)	As above
Receiving and investigating complaints under the Grievance Management Policy, within the timeframe of seven days (initial meeting).	<p>Once contacted by the HR Executive, the CARES Director will either appoint an appropriate deputy (as allowed for in the Employee Handbook) or (for serious cases) will return to Singapore within 48 hours.</p> <p>If CARES Director is not contactable, the HR Executive will attempt to contact the nominated Deputy Officer as above.</p>
Receiving and investigating reports of employee misconduct or gross misconduct, within the timeframes laid out in the policy (28 days from first complaint to Disciplinary Committee interview)	As above
Convening a Disciplinary Committee, if necessary	As above

Notifying the CARES Governing Board if an Appeal Committee needs to be appointed	As above
Confirming Involuntary Terminations in writing	This is unlikely to need deputising during periods of absence, as it can be done remotely. In the case of the CARES Director being incapacitated through illness, the HR Executive will apply to the University of Cambridge Pro-Vice Chancellor for Research (as above) for advice.

Actions before a period of absence by the CARES Director

Before any period of absence the CARES Director will notify the HR Executive and the nominated Deputy Officer of the expected dates of absence and any changes to his contact details during the period. The nominated Deputy Officer will confirm if he is able to deputise during the period. If not, additional deputies will be sought from among the CARES C4T PIs and their contact details issued to the HR Executive.

Before any period of absence the CARES Director, the deputy and the HR Executive will sign the Deputy Notification Form (Appendix C) to confirm the arrangement and handover of duties.

Finance

The main relevant CARES policies are the bank signatory arrangements (approved by the CARES Governing Board), the Financial Process Policy (approved by the CARES Governing Board, April 2014) and the Procurement Policy. These have been combined into the Finance Policies and Procedures (for consideration by the CARES Governing Board in November 2016).

Duties requiring delegation

As a financial signatory, the CARES Director is a member of List A. However, there are currently four other members of List A (all with equal signing rights) so no risk to business continuity is anticipated in this aspect.

Under the CARES Bank Transaction Process, the CARES Director holds the authorisation token issued by the company bank. In cases where he is travelling with internet access, he will take the token with him and authorise transactions in the usual way remotely. If the CARES Director anticipates that he will not have internet access for a significant period, he will apply to the CARES Governing Board for advice.

Any queries that arise under the Procurement Policy during the absence of the CARES Director, will be directed in the first instance to the Finance Executive. The Finance Executive will make all efforts to contact the CARES Director and if unable to do so, will attempt to contact the appointed Deputy Officer (as per the Deputy Nomination Form lodged with the CARES Office). If she has been unable to contact either within 12 hours and the matter involves any potential legal issues for CARES Ltd (or if she is concerned the delay may risk the reputation of the company), she will contact the University of Cambridge Pro-Vice Chancellor for Research.

Actions before a period of absence by the CARES Director

Before any period of absence the CARES Director will notify the Finance Executive and the nominated Deputy Officer of the expected dates of absence and any changes to his contact details during the period. The nominated Deputy Officer will confirm if he is able to deputise during the period. If not, additional deputies will be sought from among the CARES C4T PIs and their contact details issued to the Finance Executive.

Before any period of absence the CARES Director, the deputy and the Finance Executive will sign the Deputy Notification Form (Appendix D) to confirm the arrangement and handover of duties.

Appendix A: Responsibilities of the Site Controller (SC) during emergency

GENERAL TASKS	PHASE	DETAILED TASKS
Overall In-charge of emergency response operations and liaise with building Site Main Controller and government agencies.	I	<ul style="list-style-type: none"> - Carry out initial Response & call SCDF / SPF - Notify NEA and/or MOM when required - Summon ambulance if employee is injured - Notify Building Fire Safety Manager of emergency - Activate evacuation
	II	<ul style="list-style-type: none"> - Authorise shutdown of equipment
	III	<ul style="list-style-type: none"> - Liaise with SCDF and Building Fire Safety Manager for re-entry instruction

1. Pre-emergency

Keeping the Emergency Response Plan (ERP) current and communicate the emergency procedures to all staff within the Company. Review the ERP regardless of any changes made.

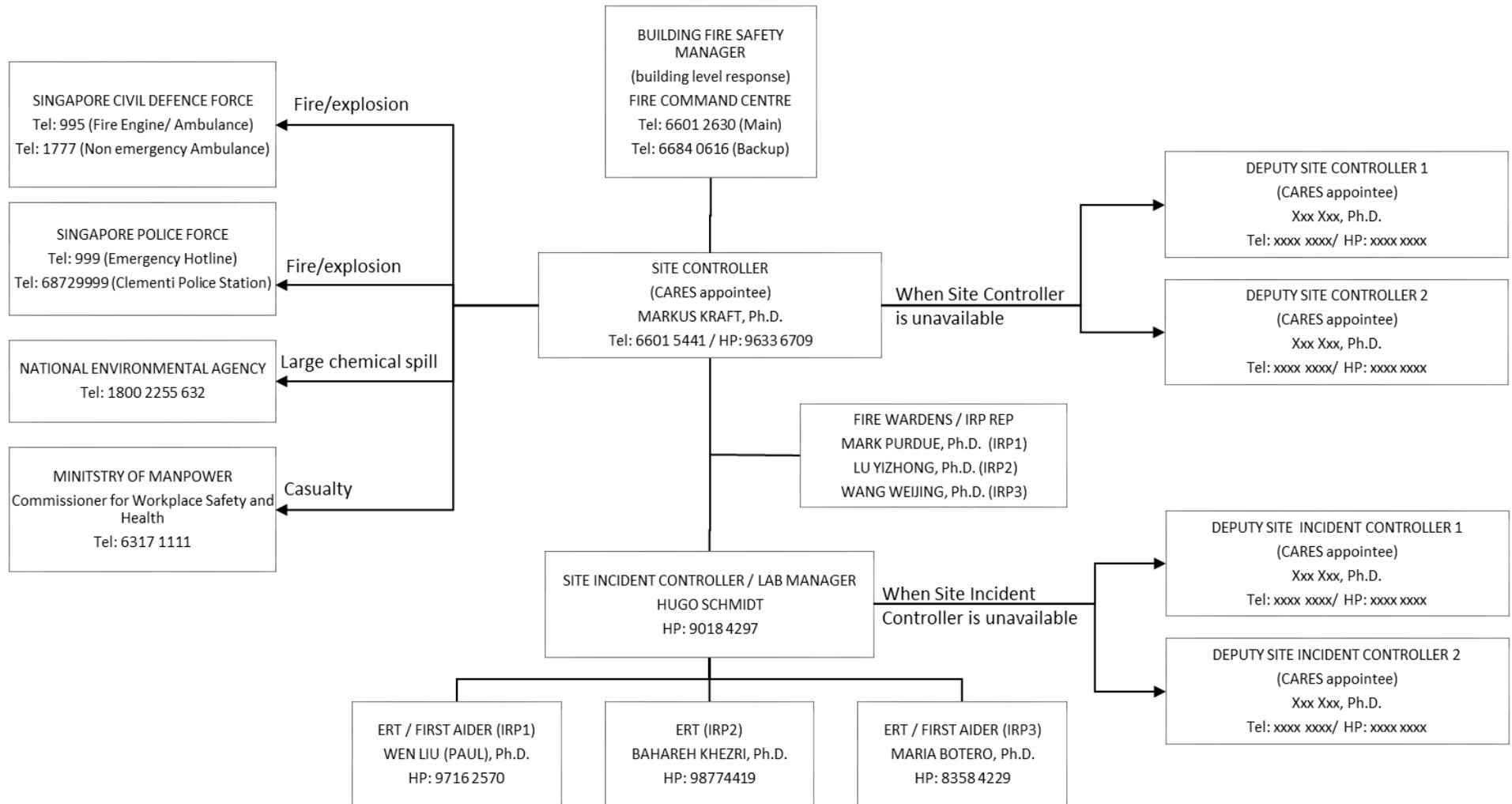
2. Phase 1 of emergency response

- 2.1. Liaise with BMO, FCC, NEA, SPF, SCFD, etc. and work closely with the SCDF Incident Manager at SCDF's Tactical Headquarter (TACT HQ) during consequence management; When the SC is unable to leave the premise, he/she may appoint a suitable representative to work with the Incident Manager at TACT HQ.
- 2.2. Report the incident to the building fire safety manager (call FCC 6601 2630/ 6601 2631)
- 2.3. Notify the Pollution Control Department of the National Environment Agency (NEA) at Tel: 1800-CALL NEA (1800-2255 632) should a large chemical spill situation with potential environment pollution concerns occur.
- 2.4. Notify the Commissioner for Workplace Safety and Health at the Ministry of Manpower (MOM) immediately at Tel +65 6317 1111 should an incident result in fatality or if the incident is classified as a Dangerous Occurrence as defined by MOM. All work accidents causing death or injury, incidence of occupational disease and dangerous occurrence shall also be reported to MOM via the MOM's i-report portal (www.mom.gov.sg/ireport).
- 2.5. If medical attention is required and if the casualty is conscious and is able to move on his/her own, the Site Controller may instruct an employee to deliver the casualty to the nearest hospital. The nearest hospital is the National University Hospital at 5 Lower Kent Ridge Road, Singapore 119074 (Tel: 6779 5555) – located less than 5 minutes away by car. Else, an ambulance should be summoned by dialling 995.
- 2.6. Should an IPP (In-Place Protection) be initiated, the Company Site Controller shall assume the role of IPP Coordinator and take lead role in coordinating the IPP effort.

3. Phase 2 of emergency response

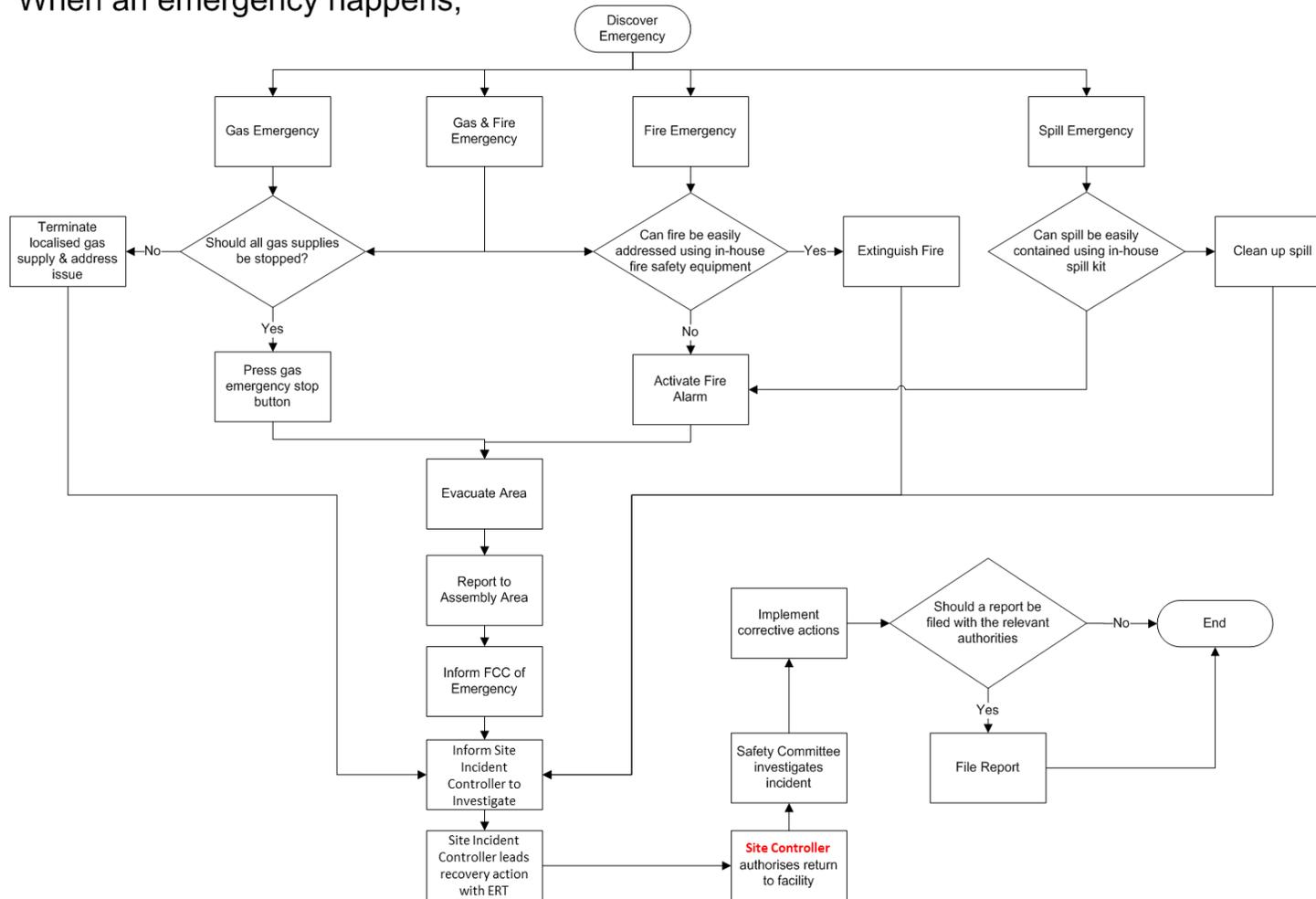
- 3.1. Approve the release of the following information to the TACT HQ:
 - 3.1.1. Site Layout Map;
 - 3.1.2. Building plan (Floor plan);
 - 3.1.3. Company Emergency Response Plan;
 - 3.1.4. Company's hazmat inventory and location of hazmat inventory (and MSDS for hazmat);
 - 3.1.5. Overall workers population;
 - 3.1.6. Incident resources available at site;
 - 3.2. Provide the SCDF Incident Manager with the necessary information and decisions to any actions that concerns the Company SOPs and policies (what to do with equipment facilities owned by the company);
 - 3.3. Authorise the shutdown of operations in the installation;
- 4. Phase 3 of emergency response (post-emergency)**
- 4.1. Authorise the release of information to the media and government agencies; and
 - 4.2. Assist the Site Incident Manager (the lab manager) in determining the termination of the emergency and authorizing re-entry upon complete recovery.

CERT STRUCTURE

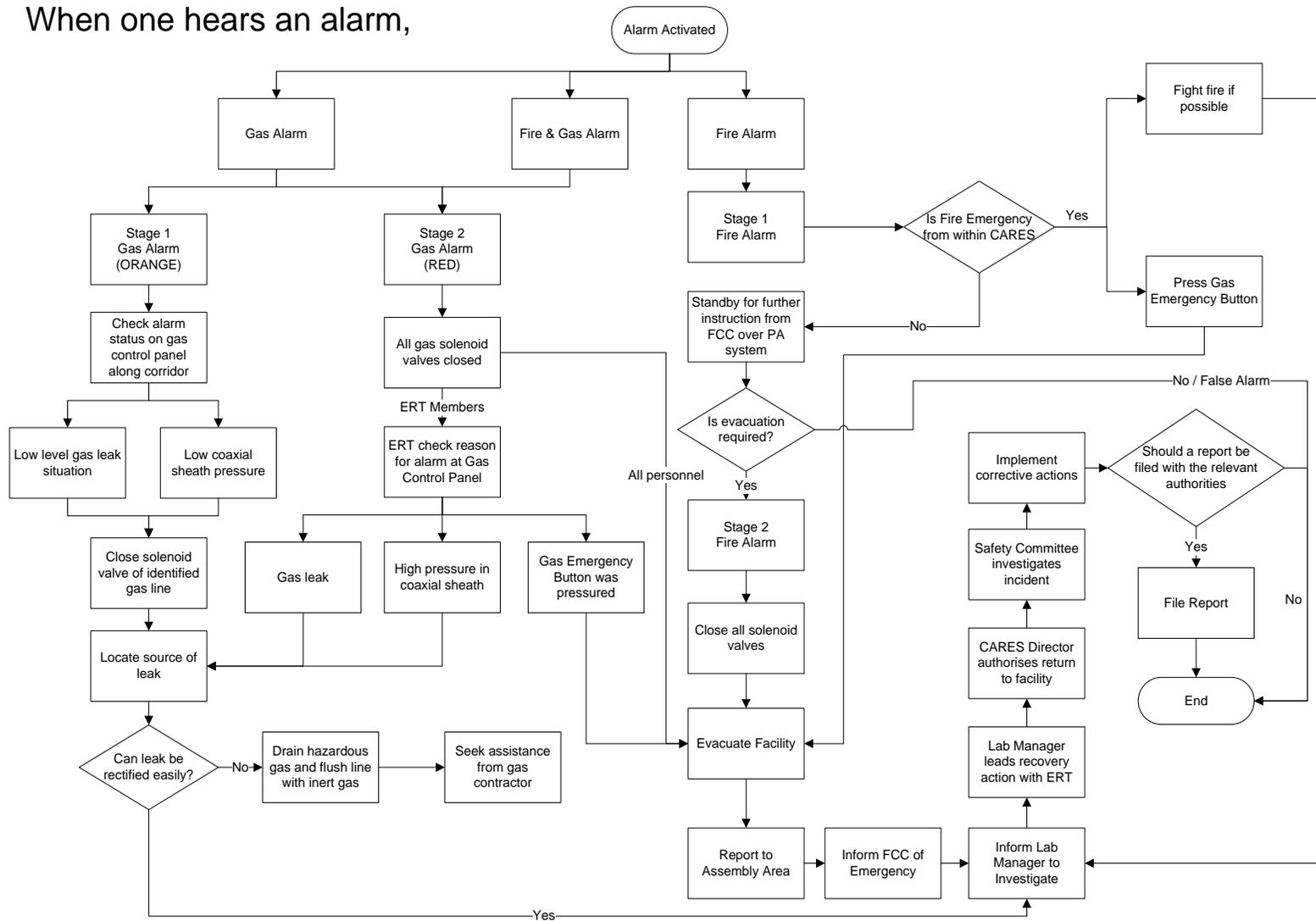


EMERGENCY RESPONSE FLOWCHART

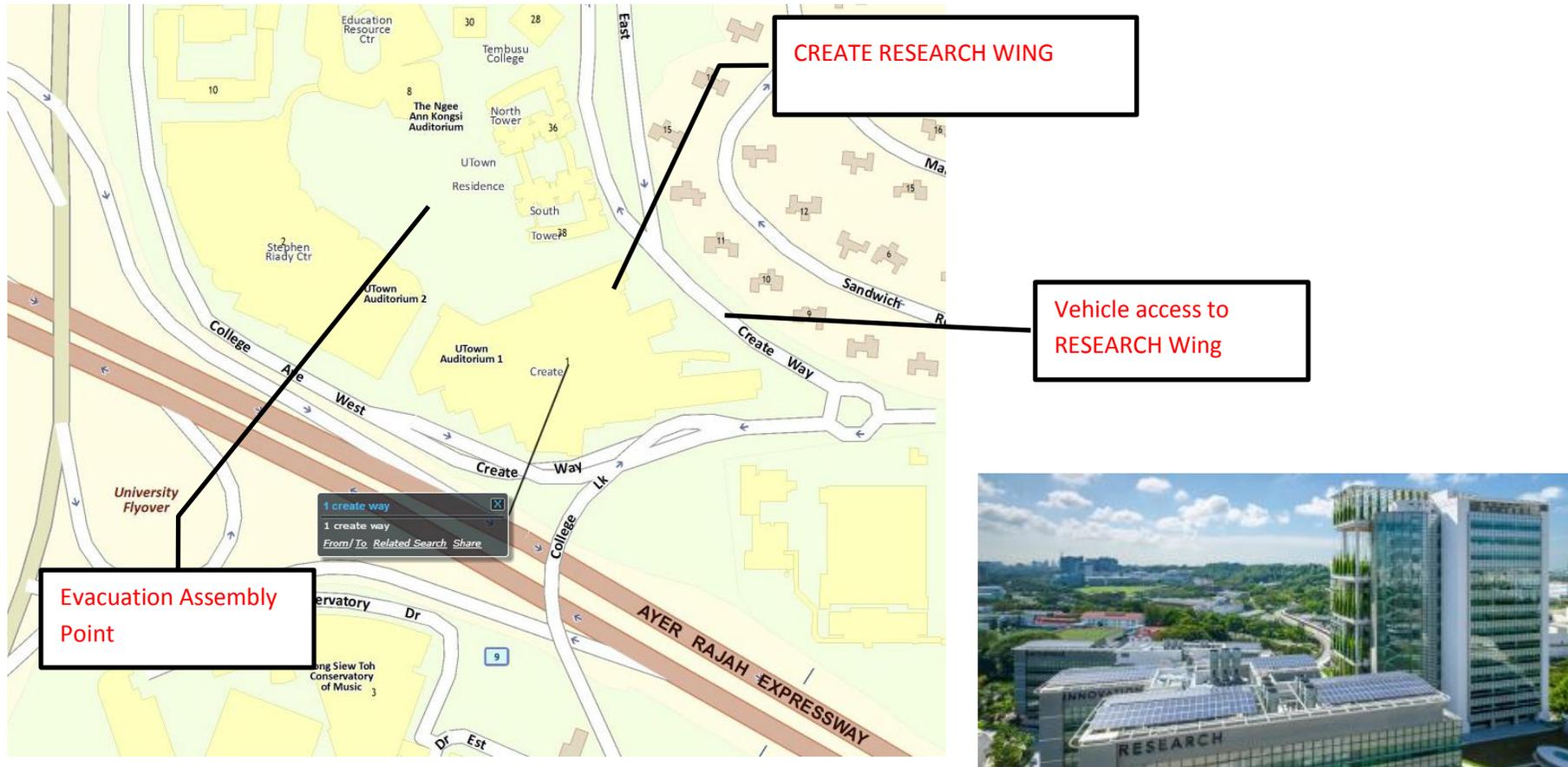
When an emergency happens,

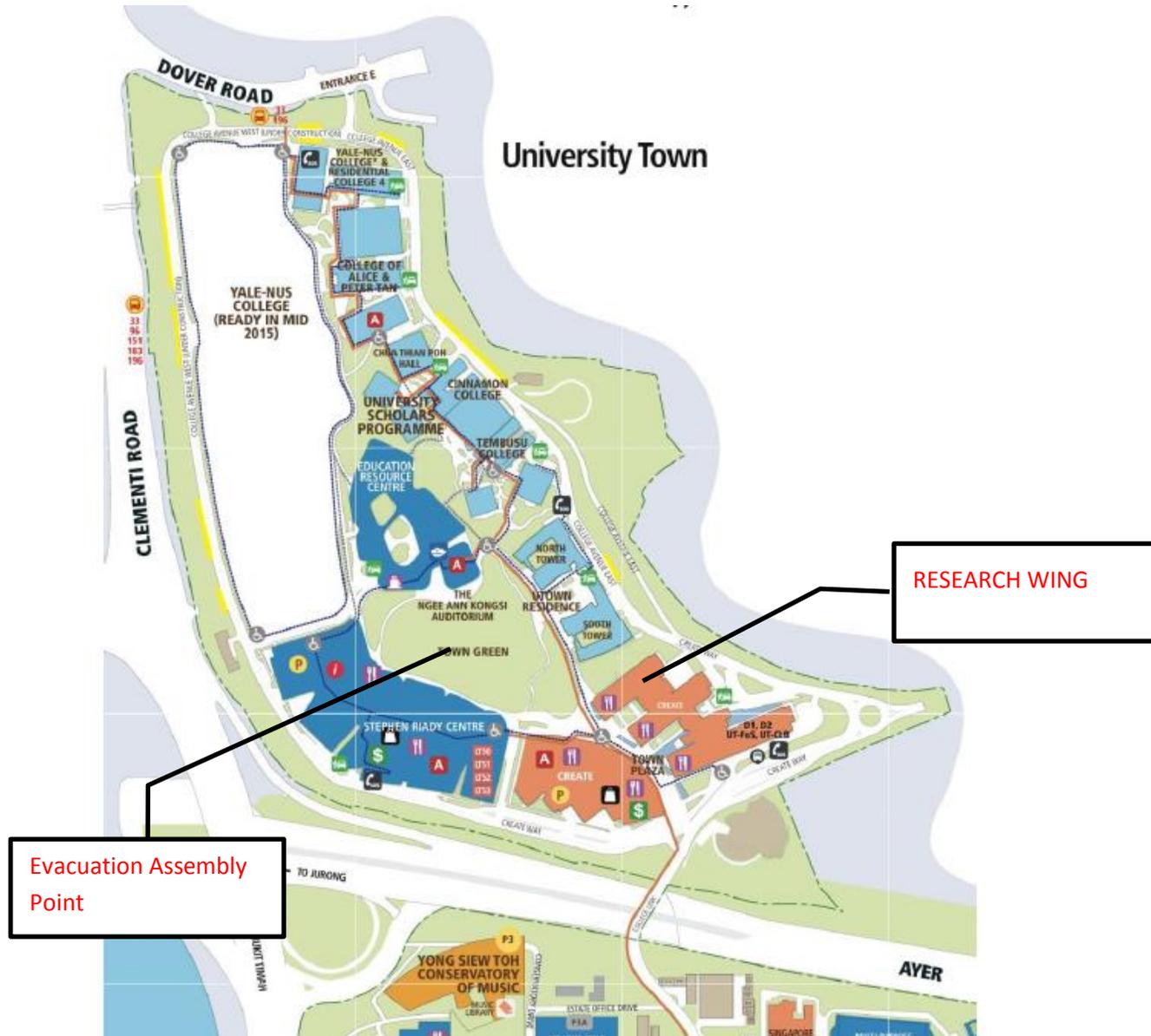


When one hears an alarm,



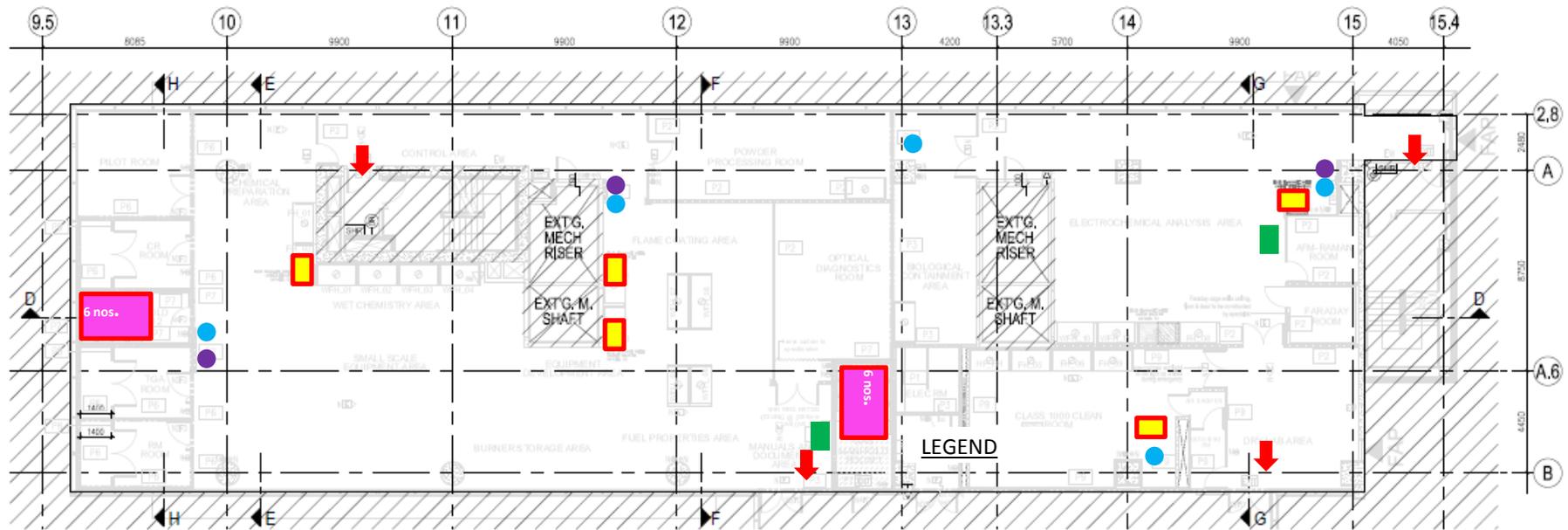
CREATE BUILDING SITE PLAN





CREATE BUILDING RESEARCH WING LEVEL 7 PLAN

-  Emergency Exit from Scheduled Premise
-  Fire Extinguishers (Type ABC)
-  First Aid Kit
-  Flammables Safety Cabinet
-  Safety Shower
-  Safety Eyewash
-  90 mins rated Flammable Gas Cabinets (6 nos. at each location)



Appendix B: Contact details of people involved in the Emergency Response Plan

NAME	ROLE	CONTACT
CREATE		
Building Fire Safety Manager	NUS Fire Command Centre	6601 2630 6684 0616
Building Management Office		6601 4011 6601 4012
Security Center @ Level 2 Tower Block	Security Officer	6601 2633
GOVERNMENT AGENCY		
Singapore Civil Defence Force	Fire Engine/ Ambulance	995
Singapore Civil Defence Force	Non Emergency Ambulance	1777
Singapore Police Force	Emergency	999
National Environmental Agency		1800 2255 632
Ministry of Manpower	Commissioner for Workplace Safety & Health	6317 1111
CARES		
Prof Markus <u>Kraft</u> (mk306@cam.ac.uk)	Company Site Controller / Director	6601 5441 9633 6709 +44 7427 640635
Prof <u>Xu Rong</u> (rxu@ntu.edu.sg)	Deputy Site Controller	6790 6713 9030 1275
Prof <u>Lee Jim Yang</u> (cheleejy@nus.edu.sg)	Deputy Site Controller	6516 2186 9144 6270
Hugo <u>Schmidt</u> (hugo.schmidt@cares.cam.ac.uk)	Site Incident Controller (and First Aider)	9018 4297
Maria <u>Botero</u> (mlb42@cam.ac.uk)	Deputy Site Incident Controller/First Aider/ERT	8358 4229
Bahareh <u>Khezri</u> (bkhezri@ntu.edu.sg)	ERT	9877 4419

<u>Mark Purdue</u> (chemjp@nus.edu.sg)	Fire Warden	9149 6213
<u>Lu Yizhong</u> (yzlu@ntu.edu.sg)	Fire Warden	9008 1859
<u>Wang Weijing</u> (wangweijing@ntu.edu.sg)	Fire Warden	8221 2963
<u>Joy Haughton</u> (Joy.Haughton@admin.cam.ac.uk)	Fire Warden	9734 8342
<u>Janice Santos</u> (janice.santos@cares.cam.ac.uk)	Fire Warden	8511 6187
<u>Leong Xiang Ning</u> (leong.xiang.ning@cares.cam.ac.uk)	Fire Warden	9423 2158
<u>Prof Gehan Amaratunga</u> (gaja1@cam.ac.uk)	Principal Investigator	8303 6537 '+44 7801 351146
<u>Prof Alexei Lapkin</u> (aal35@cam.ac.uk)	Principal Investigator	
<u>Prof Adrian Fisher</u> (acf42@cheng.cam.ac.uk)	Principal Investigator	+44 1223 763996
<u>Prof Jan Maciejowski</u> (jmm@eng.cam.ac.uk)	Principal Investigator	+44 1223 332732
<u>Prof Yang Yanhui</u> (yhyang@ntu.edu.sg)	Principal Investigator	6316 8490
<u>Prof Zeng Hua Chun</u> (chezhc@nus.edu.sg)	Principal Investigator	6516 2896
<u>Prof Wang Xin</u> (wangxin@ntu.edu.sg)	Principal Investigator	6316 8866
<u>Prof Raymond Lau Wai Man</u> (wmlau@ntu.edu.sg)	Principal Investigator	6316 8830
<u>Prof Iftekhhar Karimi</u> (cheiak@nus.edu.sg)	Principal Investigator	6516 6359
<u>Prof Ling Keck Voon</u> (ekvling@ntu.edu.sg)	Principal Investigator	9385 5938
<u>Prof Sanjib Kumar Panda</u> (eleskp@nus.edu.sg)	Principal Investigator	6516 6484

Appendix C: Deputy Notification Form

Cambridge CARES Deputy Notification Form

***This form should be lodged with the CARES Office during periods of absence of the CARES Director.
 CARES Office should ensure all key personnel are aware of the deputisation.***

Document No: _____

Date Issued: _____

Name: Prof Markus Kraft

Role in CARES C4T: CARES Director

Contact Details:

Office in University of Cambridge: +44 1223 762784

Mobile Numbers: +49 173 3045528 / +44 7427 640635 / +65 9633 6709

Office Address: 1 Create Way, CREATE Tower #05-05 Singapore 138602

Laboratory Address: C4T Lab, CREATE Research Wing Level 7, 1 Create Way, Singapore 138602

Purpose of issue: Travel

Purpose of travel: _____

Leaving date: _____ Return date: _____

Medical reasons – Please contact the following CARES Governing Board

Co-Chairs if CARES Director is not expected to recover within 2 weeks:

Prof LIM Pin

Prof Leszek BORYSIEWICZ

Email: mdcplim@nus.edu.sg

Email: v-c@admin.cam.ac.uk

Contact Number: +65 6772 4976

In the absence of the CARES Director, the following individuals confirm by signing that they are able to deputise during the period that the CARES Director is away for the duties listed below. Please refer to *CARES Policy for the absence of the CARES Director* for further information. Signatories confirm by signing that they have received and read a copy of this policy and all relevant CARES policies referred to in it.

Deputised duties	Name	Role in CARES C4T	Contact details	Acceptance of duties by named person (signature/date)
Deputy Site Controller Lab/ Emergency Response Plan	Prof XU Rong	PI, IRP3 Nanyang Technological University	Tel/Email: H: +65 9030 1275 P: +65 6790 6713 E:RXU@NTU.EDU.SG	
Deputy Site Controller Lab/ Emergency Response Plan	Prof Jim Yang LEE	PI, IRP2 National University of Singapore	Tel/Email: H: +65 9144-6270 P: +65 6516 2186 E:chehead@nus.edu.sg	
Finance	Prof Gehan AMARATUNGA	PI, IRP4, Cam	+6583036537; +44801351146; +94778553273	
Finance Executive	Ms Janice SANTOS	Finance Executive	+6585116187	
HR	Prof Gehan AMARATUNGA	PI, IRP4, Cam	As above	
HR Executive	Ms LEONG Xiang Ning	HR Executive	+6594232158	

