COLLEGE OF MUSIC MAHIDOL UNIVERSITY

INTERNAL Announcement from the Emergency and Crisis Response Team

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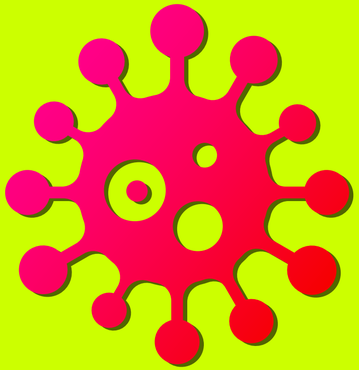
ECRT Emergency and Crisis Response Team



INTERNAL INFORMATION

COLLEGE RESPONSE TO COVID-19

22 March 2020
at 22:15

How we manage during this particular crisis and our model for prevention, prepare, respond and recovery:

This brief information contains::

1. Emergency and Crisis Prevention/Planning Team and Centre Heads (ECPT)
2. Emergency and Crisis Response Team (ECRT)
3. Approach to Emergency and Crisis (4 Stages)
4. Response Phases to COVID-19 Crisis (4 Phases)
5. Teams with brief major responsibilities
6. Communication Mechanisms

1 Emergency and Crisis Prevention/Planning Team and Centre Heads (ECPT)

ECRT

Dr. Narong Prangcharoen
Emergency and Crisis Director

Mr. Richard Ralphs
Emergency and Crisis Manager

Mr. Krit Buranavitayawut
Emergency and Crisis Deputy Manager 1

Mr. Suhat Sungchaya
Emergency and Crisis Deputy Manager 2

Mr. Noppadol Tirataradol
Emergency and Crisis Deputy Manager 3

Estate Centre
Ms. Chutima Poomanee

Communications Centre
Mr. Piyapong Ekrangsi

Human Resources Centre
Mrs. Chanita Buranavidhyawut

Teaching and Learning Centre
Dr. Onpavee Nitisingkarin

Health and Safety Centre
Mr. Sathon Koging

Support Centre
Ms. Plernpit Pengsuwan

Emergency and Crisis Response Team (ECRT)

Emergency and Crisis (EC)
TEAMS STRUCTURE

ECRT
Dean
Aj Richard
Aj Krit
Aj Suhat
Aj Noppadol

Secretary
Khun Bowling

EC Preventive Team (ECPT)

ECRT Manager
Aj Richard
Command Centre

Secretary
Khun Tik

Estate Centre
Head: Khun Nok
- **PC** K Bowling
- **A,C, D, Mus** K Nok
- **PMH** K Pae
- **MACM** K Ae
- **MCGP** K Lek
- **Business units** K Lek

Communications Centre
Head: Khun Bobo
- K Anne

Human Resources Centre
Head: Khun Ji
- **Staff/Faculty** K Ji
- **Students** K Puy (UG) Aj Nunn (PC & Grad)
- **Event/Artists** K Pui
- **MCGP** K Lek
- **Business units** K Lek

Teaching and Learning Centre
Head: Dr. Onpavee
- **PC** – K Cee
- **UG** – K Noon
- **Grad** – K Kluay

Communication to students through Khun Pui and Aj Nunn

Health and Safety Centre
Head: Khun Sathorn
- **Facilities** K Pitak
- **Housekeeping** K Mon
- **Medical** K Ae

Support Centre
Head: Khun Ead
- **Procurement** K Ead
- **Data** K Tong
- **IT** K Montri

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ECRT Emergency and Crisis Response Team

EC Response Team (ECRT)

3 College Approach to Emergency and Crisis: FOUR Stages

Stage 1 Plan to prevent and mitigate threat

Stage 2 Prepare (Teams and Checklist)

Stage 3 Respond (Phases)

Stage 4 Recover

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ECRT Emergency and Crisis Response Team

FOUR Phases of response for COVID 19

(We are now already at Phase 4)

The College of Music, Mahidol University
has defined the RESPONSE stage in our Emergency
and Crisis procedures for COVID-19 in FOUR distinct Phases.

Phase 1 Contain

Phase 2 Suspected local outbreak

Phase 3 Confirmed local outbreak

Phase 4 Complete or partial closure as announced
by MU and/or Royal Thai Government
or Provincial authorities.

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ECRT Emergency and Crisis Response Team

5 Committees and Centres
– brief outline of major responsibilities

Emergency and Crisis Prevention Team (Command Centre)

1. Dr. Narong Prangcharoen	Emergency and Crisis Director
2. Mr. Richard Ralphs	Emergency and Crisis Manager
3. Mr. Krit Buranavitayawut	Emergency and Crisis Deputy Manager 1
4. Mr. Suhat Sungchaya	Emergency and Crisis Deputy Manager 2
5. Mr. Noppadol Tirataradol	Emergency and Crisis Deputy Manager 3
6. Mrs. Lalin Klinsmith	Secretary of ECPT

Main responsibilities and tasks

- Put in place prevention and mitigation plans for any possible threat, emergency or crisis to face College.
- Activate the ECRT to Respond
- Ensure the College Community is kept fully informed of PERSONAL, COLLEGE and in the wider COMMUNITY preventive measures
- Liaise with Mahidol University Risk Management Centre and COVID-19 Response Centre
- Provide legal, environmental and psychological services in response to any incident
- Ensure business, academic and financial continuity
- Have a master plan for RECOVERY after every incident.

5 Committees and Centres
– brief outline of major responsibilities

COLLEGE OF MUSIC MAHIDOL UNIVERSITY

Estate Centre

Head, Ms. Chutima Poomanee (Khun Nok)

- To assist in the planning for any possible threat, emergency or crisis to face College
- Prepare the College Estate and every building to respond to any incident
- Ensure the security, screening, cleaning is maintained in compliance with COVID-19 response requirements
- Ensure compliance with any announcements, rules and guidelines issues by the EC Manager or EC Command Centre
- Have plans and be prepared to initiate the recovery stage after an incident

Communications Centre

Head, Mr. Piyapong Ekrangsi (Khun Bobo)

- To assist in the planning for any possible threat, emergency or crisis to face College
- Liaise with EC Manager/Dean to control media access to the College
- Centre for PUBLIC announcements using social media, websites
  (NOTE – PUBLIC posts shared on College website or official College social media accounts may be shared on any social media and to the public)
- Centre for INTERNAL announcements to staff and faculty
  (NOTE – INTERNAL posts must NOT be shared on any social media and to the public)
- Have plans and be prepared to initiate the recovery stage after an incident

Teaching and Learning Centre

Head, Dr. Onpavee Nitisingkarin (Dr. Onpavee)

- To assist in the planning for any possible threat, emergency or crisis to face College
- To prepare ready to respond an ONLINE teaching and learning system to ensure academic continuity
- To initiate and maintain an ONLINE learning management system
- Announcements to students use the COMMUNICAION Trees.
- Provide training and support to students and faculty to switch to online learning
- Have plans and be prepared to initiate the recovery stage after an incident

Human Resources Centre

Head, Mrs. Chanita Buranavidhyawut (Khun Ji)

- To assist in the planning for any possible threat, emergency or crisis to face College
- Ensure that staff, faculty and student records and registers are available
- Centre for announcing to students, visiting artists, TPO, MCGP, and any external bookings the College response to an incident
- Establish Communication trees to be utilized in the event of any incident. (See Appendix 1)
  THIS should be the only way information is announced INTERNALLY.
- Create all official announcements in Thai and English executive summaries to be approved by the Dean/ Command Centre
- Screening, monitoring and action plans for students, staff and faculty health during COVID-19 incident
- Have plans and be prepared to initiate the recovery stage after an incident

Health and Safety Centre

Head, Mr. Sathon Koging (Khun Sathorn)

- To assist in the planning for any possible threat, emergency or crisis to face College
- Ensure the security and safety of the College estate in any incident
- Liaise with Mahidol University Physical Department
- Liaise with emergency services where necessary
- Provide effective screening in line with COVID-19 practices
- Respond with medical service in line with the University procedures for delaing with COVID-19 cases
- Have plans and be prepared to initiate the recovery stage after an incident

Support Centre

Head, Ms. Plernpit Pengsuwan (Khun Ead)

- To assist in the planning for any possible threat, emergency or crisis to face College
- To prepare and ensure the availability of resources and supplies for any possible threat, emergency or crisis to face College (COVID-19 essential supplies)
- Set up and maintain ready to respond a College EC Command centre, with technology and data operations.
- Support any resources, technology and data required for any incident
- Maintain a master log for all responses across all centres for any incident
- Have plans and be prepared to initiate the recovery stage after an incident

6 Communication System and Information

For general information (PUBLIC)

https://www.music.mahidol.ac.th/covid-19/

College Facebook INBOX :
https://www.facebook.com/collegeofmusicmahidol

Email : musicmupr@gmail.com

College of Music Official LINE
@mahidolmusic

INTERNAL Only (For information and questions)

Communication Trees (See Appendix 1)
For students, staff, faculty, parents

Students
use Student Communication LINE

Parent (PC)
use MSMU Parents LINE Group

Parent (UG/Grad)
use Tel student affairs office or ask student to use their LINE

Faculty
use Communication Line and Email system
(See Chart)

Staff
use Communication Line and Email system
(See Chart)

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ECRT Emergency and Crisis Response Team

Appendix 1 Communication Trees

All requests and all future communication should come through the communication trees:

ALL OF THESE ANNOUNCEMENTS SOUDL BE CONSIDERED AS INTERNAL AND NOT FOR PUBLIC SHARING

Faculty	Department Chairs to Dr.Onpavee
Staff	Department Head to Khun Ji
Students (PC and Graduate)	Aj Nunn
Students (UG)	Khun Pui, Student Affairs Head
Artists/TPO (Non Faculty)	Khun Pui, Event Management Head
MCGP	Khun Lek Sommit
Business Units	Khun Lek Racharee

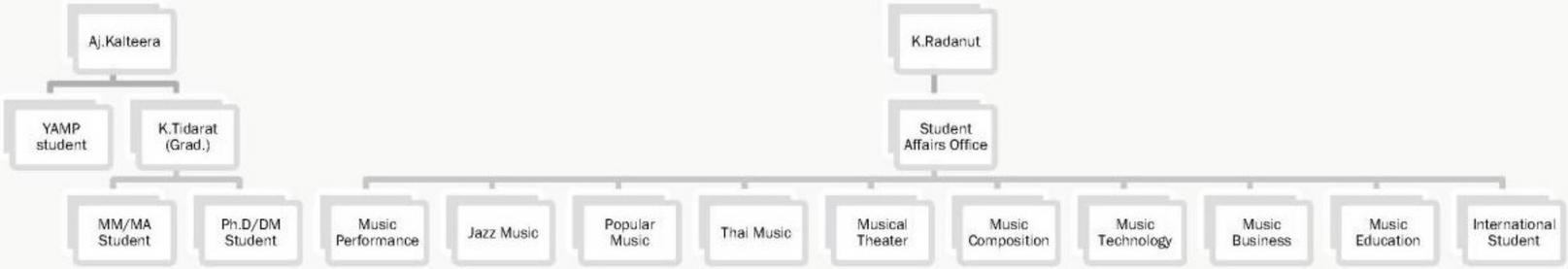
Appendix 1.1 College of Music Student Communication Tree

Appendix 1.2 Undergraduate tree

Appendix 1.3 PC tree

Appendix 1.4 Graduate tree

College of Music Student Family tree

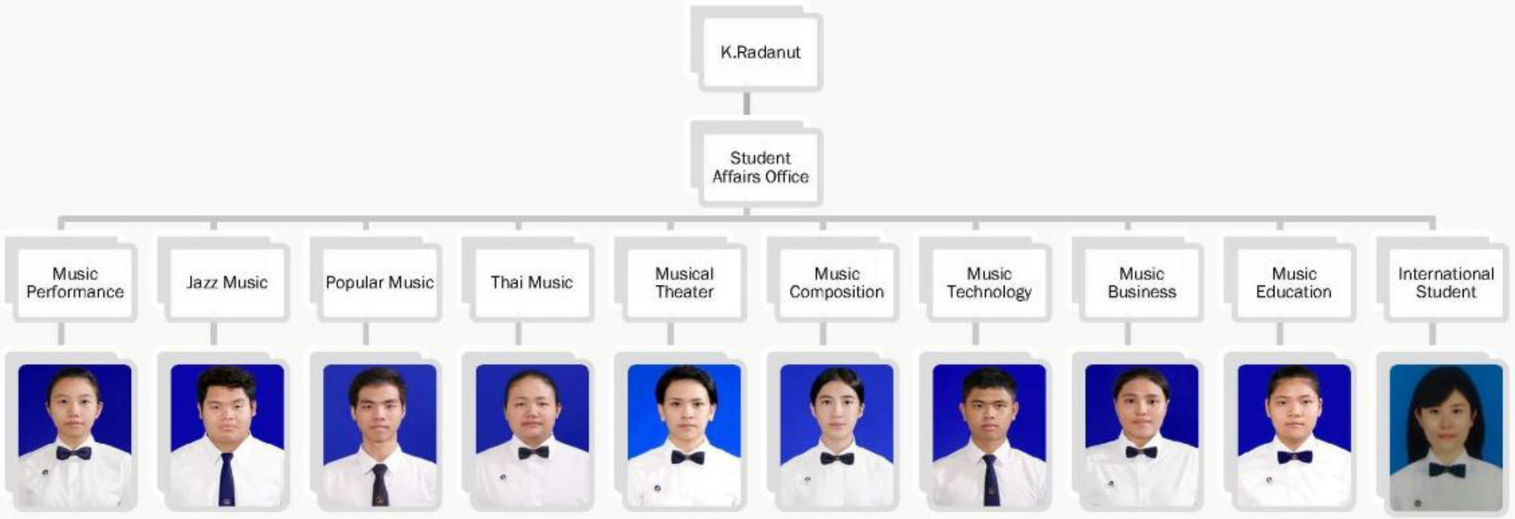


Mainly: LINE

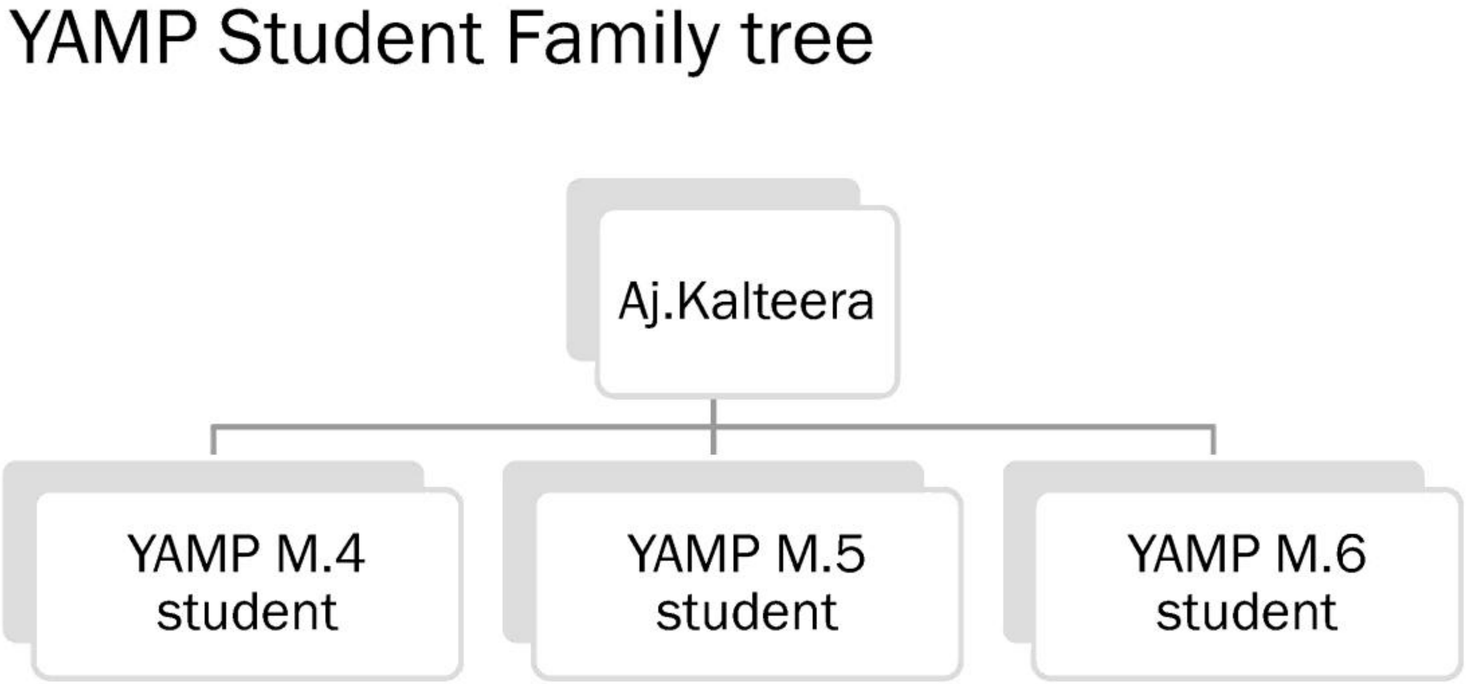
Alternative choice: @ 📞

Appendix 1.1 College of Music Student Communication Tree

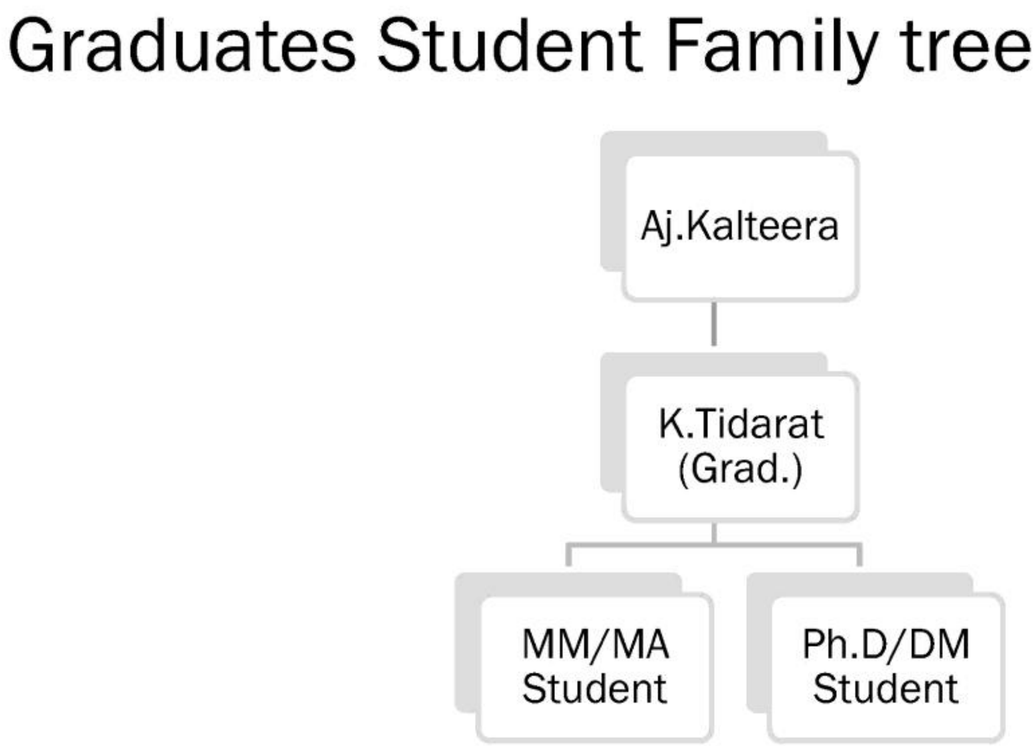
Undergraduate Student Family tree



Appendix 1.2 Undergraduate tree



Appendix 1.3 PC tree



Appendix 1.4 Graduate tree