

INTERNAL INFORMATION **COLLEGE RESPONSE TO** **COVID-19**

update
6 August 2021

**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

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



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

Ms. Pornphan Mongkhonkhamnuankhat

Emergency and Crisis Deputy Manager 4

Mr. Piyapong Ekrangsi

Emergency and Crisis Communication Manager

Emergency and Crisis (EC) TEAMS STRUCTURE



ECPT

Dean
Aj Richard
Aj Krit
Aj Suhat
Aj Noppadol
K Pornphan
K Bobo

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 Noi

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 Noi

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

EC Response Team (ECRT)



ECRT Emergency and Crisis
Response Team

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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

4

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.

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. Ms. Pornphan Mongkhonkhamnuankhate	Emergency and Crisis Deputy Manager 4
7. Mr. Piyapong Ekrangsi	Emergency and Crisis Communication Manager
8. Mrs. Lalin Klinsmith	Secretary of ECPT
9. Mrs. Chanita Buranavidhyawut	Co – 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.

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Committees and Centres – brief outline of major responsibilities

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 COMMUNICATION 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 dealing 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

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)

Appendix 1 Communication Trees

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

ALL OF THESE ANNOUNCEMENTS SHOULD 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

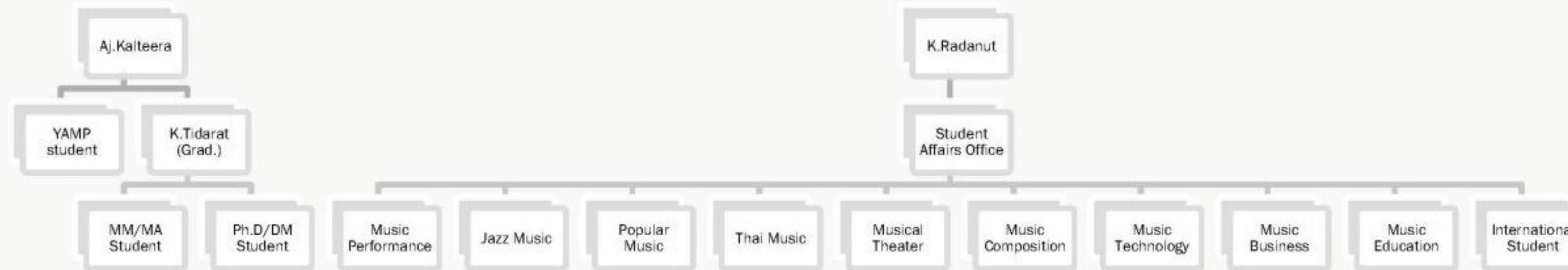
Appendix 1.1 College of Music Student Communication Tree


Appendix 1.2 Undergraduate tree



Appendix 1.3 PC tree

Appendix 1.4 Graduate tree

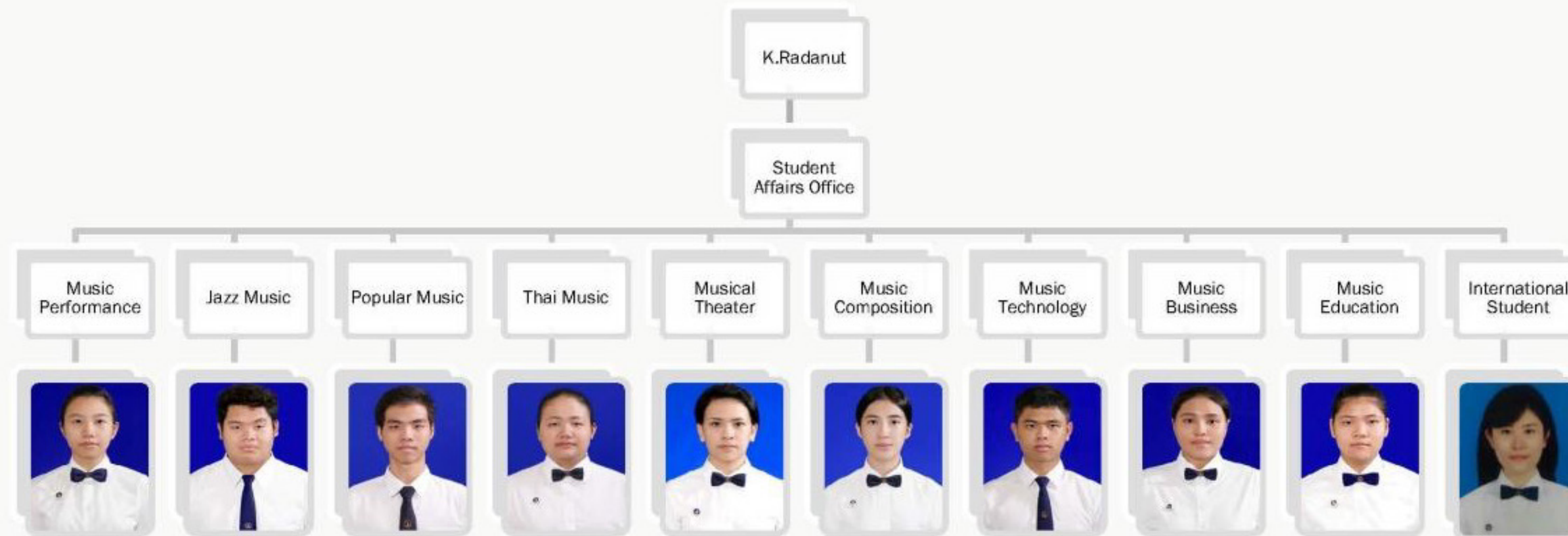
College of Music Student Family tree



Mainly: 

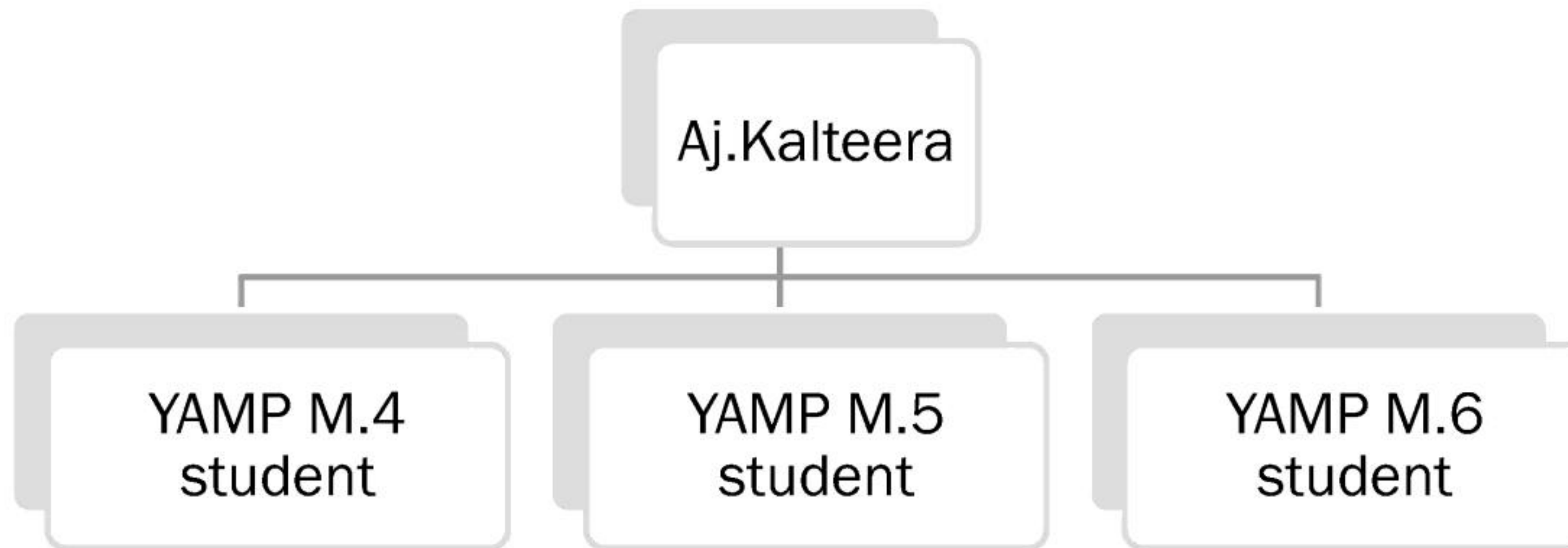
Alternative choice:  

Undergraduate Student Family tree



Appendix 1.2 Undergraduate tree

YAMP Student Family tree



Graduates Student Family tree

