TVET STANDARD

TVETS 20:2026

ICS 03.180

TVET Standard — Emergency Preparedness, Safety, Response and Post Crisis Recovery in TVET institutions — Requirements and Guidelines

Education and Training for a Competent Workforce

REVISION OF TVET STANDARDS

In order to keep abreast of progress in industry, TVET Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Director General, Technical and Vocational Education and Training Authority are welcome.

TVET Standard — Emergency Preparedness, Safety, Response and Post Crisis Recovery in TVET Institutions — Requirements and Guidelines

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Foreword

Development of the Technical and Vocational Education and Training (TVET) Standards has been necessitated by the need for establishing requirements governing quality of training services in the TVET sector. It is envisaged that through standardization, service delivery disparities that are encountered when services are rendered within the TVET sector will be removed.

Technical and Vocational Education and Training Authority (TVETA) has established a Technical Standards Committee mandated to develop standards through consultations with stakeholders and Kenya Bureau of Standards (KEBS). The Committee is composed of representatives from the TVETA Standards Development Department, public and private sector organizations in the TVET sector.

TVET Standards are developed through a Technical Committee in consultation with key stakeholders and professional experts representing government, regulatory and professional bodies, curricula development and assessment agencies, academia, consumer groups, public and private colleges, universities and other interested parties. Draft TVET Standards are circulated to stakeholders. The comments received are discussed and incorporated before finalization of the standards, in accordance with the principles and procedures for development of training Standards. Once finalized, the public are then notified through Government gazette. TVET Standards are subject to review from time to time. Users of the TVET Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

We wish to acknowledge the invaluable contribution of the various stakeholders in the development of the Emergency Preparedness, Safety, Response and Post Crisis Recovery in TVET Institutions Standard who were quite instrumental in providing important insights in critical policy issues that gave shape to this standard.

Attention is drawn to the possibility that some of the elements of this document may be subject to patent rights. TVETA shall not be held responsible for identifying any or all such patent rights.

During the development of this standard, reference was made to the following documents:
National Disaster Operations Centre. (2014). *National emergency response plan*. Government of Kenya.

Directorate of Occupational Safety and Health Services. (2018). *Guidelines for workplace safety and health inspections*. Ministry of Labour and Social Protection.

National Disaster Risk Management Policy (2017)

National Disaster Risk Management Strategy (2025-2030)

United Nations Office for Disaster Risk Reduction. (2015). *Sendai framework for disaster risk reduction 2015–2030*. United Nations.

Acknowledgement is hereby made for the assistance derived from these sources.

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Introduction

Technical and Vocational Education and Training (TVET) institutions are central to national development, providing trainees with practical skills that drive economic growth, innovation, and resilience. To fulfil this mandate effectively, these institutions must operate within environments that prioritize safety, preparedness, and continuity. Emergencies and crises whether natural, technological, or human-induced pose significant risks to the welfare of trainees, staff, and communities, as well as to the sustainability of institutional operations.

This Standard establishes a comprehensive framework of requirements and guidelines to strengthen institutional capacity for emergency risk management and resilience. It is designed to align with international best practices, national disaster management policies and applicable regulations ensuring that TVET institutions remain safe, responsive, and sustainable in the face of adversity.

The Standard underpins four critical pillars: preparedness, safety, response, and recovery. Preparedness requires proactive planning, training, and resource allocation to anticipate and mitigate risks. Safety emphasizes the establishment of clear protocols and protective measures to safeguard lives and assets. Response focuses on coordinated, timely, and effective actions during emergencies to minimize harm and disruption. Post-crisis recovery ensures the restoration of operations, psychosocial support for affected individuals, and the integration of lessons learned into future planning.

By adopting this Standard, TVET institutions commit to building resilient systems that protect their communities, sustain learning continuity, and contribute to national stability and sustainable development. This document serves as a binding directive to guide institutions in implementing structured, actionable measures that uphold preparedness, safety, response and recovery as integral components of technical and vocational education and training.

TVET Standard —Emergency Preparedness, Safety, Response and Post Crisis Recovery in TVET Institutions — Requirements and Guidelines

1 Scope

This Standard prescribes minimum requirements and guidelines for emergency preparedness, safety management, response coordination, and post-crisis recovery within Technical and Vocational Education and Training (TVET) institutions.

The Standard shall apply to:

a) Institutional management and staff
b) Trainees
c) Contractors and visitors within institutional premises

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Government of Kenya. (2007). *Occupational Safety and Health Act, 2007*. Government Printer.

National Disaster Operations Centre. (2014). *National emergency response plan*. Government of Kenya.

Directorate of Occupational Safety and Health Services. (2018). *Guidelines for workplace safety and health inspections*. Ministry of Labour and Social Protection.

National Disaster Risk Management Policy (2017)

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International Labour Organization. (2001). *Guidelines on occupational safety and health management systems (ILO-OSH 2001)*. ILO.

International Organization for Standardization. (2018). *ISO 45001: Occupational health and safety management systems—Requirements with guidance for use*. ISO.

International Organization for Standardization. (2019). *ISO 22301: Security and resilience—Business continuity management systems—Requirements*. ISO.

United Nations Office for Disaster Risk Reduction. (2015). *Sendai framework for disaster risk reduction 2015–2030*. United Nations.

United Nations Office for Disaster Risk Reduction. (2022). *UNDRR terminology on disaster risk reduction*. United Nations.

3 Terms, definitions and abbreviations

For the purposes of this document, the following terms, definitions and abbreviations apply.

3.1 Terms and definitions

3.1.1
audit
a systematic, independent, and documented process for obtaining evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

3.1.2
capacity building
the process by which individuals, organizations, and institutions develop and strengthen abilities to perform functions, solve problems, and achieve objectives sustainably.

3.1.3
close call
an event or situation in which an accident or injury was narrowly avoided often due to chance or timely intervention.

3.1.4
coordinated incident management system (CIMS)
a structured framework used to organize and manage emergency response activities through coordinated leadership, clear communication and efficient use of resources among multiple responding agencies.

3.1.5
disaster
a serious disruption of the functioning of a community or an institution causing widespread human, economic or environmental losses which exceeds the ability of the affected community to cope using its own resource.

3.1.6
early warning
the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce possibility of harm or loss.

3.1.7
emergency
a sudden and urgent situation that require immediate action to protect life, property and environment.

3.1.8
emergency drill
a coordinated, supervised activity designed to test a specific emergency response procedure or function.

3.1.9

emergency preparedness

Knowledge, plans, and systems developed to effectively anticipate, respond to and recover from emergency events.

3.1.10

emergency response

actions taken immediately before, during, or after an emergency to save lives, reduce health impacts, ensure public safety, and meet the basic needs of affected people.

3.1.11

emergency response kit

a collection of essential equipment, supplies and materials that are prepared and readily available to support immediate response and management of emergencies or disasters before specialized assistance arrives.

3.1.12

evacuation

the organized and safe movement of people from an area of danger to a safe location.

3.1.13

full-scale simulation

A multi-agency, real-time simulation of an emergency or disaster scenario that involves the actual deployment of personnel, equipment, and resources to test the operational capability of emergency response plans, coordination mechanisms, and communication systems.

3.1.14

functional simulation

a simulated emergency scenario designed to test the roles, responsibilities, communication systems, coordination mechanisms, and decision-making processes of emergency response teams in a realistic but controlled environment.

3.1.15

hazard

a damaging physical event, phenomena or human activity likely to cause the loss of life or injury or other impact, property damage, loss of livelihoods and other services, social and economic disruption or environmental damage.

3.1.16

incident command system (ICS)

a standardized, on-scene emergency management structure that enables coordinated response among multiple agencies or departments.

3.1.17

inspection

a systematic examination of premises, equipment, processes, or documentation to determine conformity with specified requirements.

3.1.18
mitigation
structural and non-Structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards. Examples of structural measures are engineering and hazard resistance-construction, while non-structural measures include awareness-raising, knowledge development, policies on land use and resource management, and facilities operating practices.

3.1.19
mock drill
assimilated emergency exercise conducted to test the effectiveness of a disaster preparedness plan, coordination mechanism, communication system, and response capabilities of institutions and stakeholders.

3.1.20
near-miss reporting
The systematic documentation and analysis of incident or unsafe situation that could have led to an emergency or disaster but were avoided in order to identify hazards, improve preparedness and prevent future incidents.

3.1.21
occupational safety and health (OSH)
restoration and improvement where appropriate of facilities livelihoods and living conditions of disaster affected communities including efforts to reduce disaster risk factors.

3.1.22
preparedness
pre-disaster activities that are undertaken within the context of disaster risk management and are based on sound risk analysis. This includes the development/enhancement of an overall preparedness strategy, policy, institutional structure, warning and structural capabilities and plans that define measures geared to helping at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster.

3.1.23
recovery
restoration and improvement where appropriate of facilities livelihoods and living conditions of disaster affected communities including efforts to reduce disaster risk factors.

3.1.24
risk assessment
the methodology used to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability which may potentially harm exposed people, property, services, livelihoods and the environment.

3.1.25
risk mapping
a visual representation of hazards, vulnerabilities, and risk levels within a defined geographical or institutional area to support decision-making.

3.1.26
safety
the condition of being protected from or unlikely to cause danger, risk, injury, or harm to people, property, or the environment. It involves the implementation of policies, procedures, systems, and practices designed to identify hazards, assess risks, and control or eliminate potential sources of harm.

3.1.27
safety infrastructure
the physical equipment and structural features installed to prevent, detect, respond to, or reduce harm during emergencies.

3.1.28
safety readiness scorecard
A structured assessment tool used to measure and monitor an organization's level of preparedness, compliance and performance in managing safety risk and emergency readiness.

3.1.29
simulation exercise
a structured and scenario-based exercise designed to replicate realistic emergency conditions to test coordination, decision making, communication, and response systems.

3.1.30
table-top exercise
a discussion-based simulation activity in which key personnel meet to review and discuss their roles, responsibilities, and actions during hypothetical emergency scenarios in an informal, low-stress environment.

3.1.31
vulnerability
characteristics and circumstances of a community, systems, or assets that make it susceptible to the damaging effects of a hazard.

3.1.32
warm sites
a backup facility with potentially installed infrastructure and system that can be activated within a short period to support the continuation or recovery of critical operation following a disruption.

3.1.33
you-are-here marker
a clearly visible, symbol placed on evacuation or emergency maps indicating the viewers correct position relative to evacuation routes, exits, assembly points and other emergency facilities.

3.2   Abbreviations

AAR	After-Action Review
CIMS	Coordinated Incident Management System
DMC	Disaster Management Committee
DOSH	Department of Occupational Safety and Health
EMC	Emergency Management Committee
EMF	Emergency Management Framework
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
ICS	Incident Command System
ICT	Information and Communication Technology
ISO	International Standards Organization
MoU	Memorandum of Understanding
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
PWDs	Persons with Disabilities
SMART	Specific, Measurable, Achievable, Relevant, and Time-bound
TOCP	Training Operations Continuity Plan
TVET	Technical and Vocational Education and Training
TVETA	Technical and Vocational Education and Training Authority

4   Governance, leadership and management

4.1   General

A TVET Institution shall:

a) Develop, implement and communicate institutional emergency preparedness, safety and post crisis recovery policy.

b) Set up crisis and emergency response organisational structures

c) Set up management structures that promote emergency preparedness, safety and post crisis recovery at all levels.

d) Support training and capacity building of staff and trainees on emergency preparedness, safety and post crisis recovery in TVET institutions.

e) Allocate resources equitably for implementing emergency preparedness, safety, response and post crisis recovery policy.

f) Carry out emergency preparedness and safety risk assessments and risk mitigation.

g) Appoint emergency preparedness, safety and post crisis recovery focal person.

h) Establish and strengthen emergency management committee.

i) Establish collaborations and linkages with relevant institutions to enhance emergency preparedness, safety and post crisis recovery.

j) Provide support services that shall include but not limited to financial, legal, psychosocial, medical, and protection support.

k) Monitor implementation of emergency preparedness, safety and post crisis recovery policy.

l) Develop institutional emergency response plan

m) Obtain compliance certificates for external safety audit reports

4.2   Institutional emergency preparedness, safety and post crisis recovery policy

4.2.1   An institutional emergency preparedness, safety and post crisis recovery policy shall address issues that include but not limited to:

a) Purpose and scope of emergency preparedness, safety, response and post crisis recovery in the institution.

b) Guidelines for constituting the emergency management committee.

c) Responsibilities for key players in emergency preparedness, safety, response and post crisis recovery.

d) Guidelines on advocacy and awareness.

e) Classification of possible risks, incidents and crises.

f) Guidelines on confidentiality, consent and disclosure.

g) Guidelines on information sharing in line with ***Annex A.***

h) Process of reporting risks, incidents and crises.

i) Guidelines on assessment of risks, incidents and crises.

j) Response mechanisms.

k) Guidelines on conduct of incident investigations.

l) Monitoring, evaluation and accountability.

4.2.2 A TVET institution shall develop, maintain and implement Safety Standards Manual that incorporates, but is not limited to the following key components:

a) Safety on institution's grounds and environment

b) Safety in Physical Infrastructure

c) Safe Training and Learning Environment

d) Health and Hygiene Safety

e) Food Safety

f) Safety Against Drug and Substance Abuse

g) Socio-cultural Environment of the institution

h) Safety of trainees with Special Needs/Disabilities

i) Safety against abuse of trainees

j) Transportation Safety

k) Disaster Risk Reduction

l) Institution Community Relations.

4.2.3 The institutional emergency preparedness, safety, response and post crisis recovery policy and safety manual shall be communicated and made available to all staff, trainees and other stakeholders.

4.3 Institutional emergency management committee (EMC)

4.3.1 A TVET institution shall:

a) constitute an institutional emergency management committee that comprises representatives from management, trainers, support staff, and trainees;

b) include the institutional head and heads of guidance and counselling, security, communications, safety and health, trainee representative body and facilities manager as members of the committee

c) appoint an emergency preparedness, safety, response and post crisis recovery focal person who shall be the lead of the emergency management committee.

4.3.2 The roles of institutional emergency management committee shall include but not limited to the following:

a) Coordinate emergency preparedness, safety, response and post crisis recovery activities in the institution;

b) Direct the operations of the incident command system (ICS)

c) Provide expertise and ensure that emergency preparedness, safety, response and post crisis recovery are mainstreamed across all the units;

d) Conduct emergency preparedness, safety, response and post crisis recovery risk assessment, and monitor the risk register for updates and follow up;

e) identify the safety needs of the institution with a view to taking the necessary action.

f) monitor and evaluate the various aspects of institution safety with a view to enhancing institution's safety.

g) form sustainable networks with all stakeholders to foster and sustain institution safety.

h) raise stakeholders' awareness and comprehension of emergency preparedness, safety, response and post crisis recovery;

i) keep trainees, parents and other stakeholders informed about institution emergency management policies and implementation activities.

j) optimize usage of available resources to achieve its aims and objectives;

k) identify and report incidents, emergencies, safety and post crisis recovery concerns to management;

l) constantly review issues of trainees and staff emergency preparedness and safety in and around the institution.

5. Risk Mapping and Hazard Assessment

A TVET institution shall establish a systematic risk identification and hazard assessment process to identify threats that may endanger human life, institutional assets, training continuity, or surrounding communities. The process shall include:
   a) Hazard identification
   b) Risk analysis
   c) Risk evaluation
   d) Risk mitigation planning
   e) Documentation and review

5.1 Hazard Identification

5.1.1. A TVET Institution shall identify hazards that may affect operations including but not limited to:

    a) Physical hazards that include; fire outbreaks, electrical faults, machinery accidents, structural collapse, road traffic incidents.

    b) Natural hazards that include; floods, landslides, severe storms, earthquakes, drought, conditions affecting utilities.

    c) Biological hazards that include; infectious disease outbreaks, pandemic situations, food safety risks

    d) Chemical hazards that include; hazardous materials in laboratories, industrial chemicals in workshops. gas leaks, chemical spills

    e) Security and human-induced hazards that include; theft and vandalism, violence or unrest, terrorism threats, unauthorized access

5.1.2. A TVET institution should engage and consult relevant authorities including county disaster management offices and other designated agencies to identify and document local hazards that may affect institutional operations.

5.2 Risk Analysis

5.2.1 A TVET institution shall carryout risk analysis and prioritize hazard based on:

    a) Likelihood of occurrence
    b) Severity of consequences
    c) Exposure of people and assets
    d) Coping mechanisms

5.2.2 A TVET Institution should apply a standardized risk analysis matrix (*see Annex B*) to classify risks that are not limited to:

    a) High risk
    b) Medium risk
    c) Low risk

5.2.3 A TVET institution shall establish immediate mitigation plans and resource allocation mechanisms for high-risk hazards.

5.3 Risk Evaluation

5.3.1 A TVET institution shall be responsible for conducting systematic risk evaluation (*see Annex C*) to determine the significance of identified hazards and to guide appropriate control measures.

5.4 Documentation and Review

5.4.1 A TVET institution shall maintain an institutional risk register documenting, but not limited to the following:

    a) Identified hazards
    b) Risk ratings
    c) Mitigation measures with responsible persons
    d) Review timelines

5.4.2 A TVET Institution shall review risk assessment reports at least once every twelve (12) months or after a significant incident.

6. Emergency Planning

6.1 Institutional Emergency Management Framework

6.1.1 A TVET institution shall establish an Emergency Management Framework (EMF) to coordinate emergency preparedness and response activities.

6.1.2 The Emergency Management Framework should include, but not limited to the following:

    a) Institutional policies
    b) Emergency response procedures
    c) Coordination with external agencies
    d) Recovery mechanisms

6.2 Emergency Response Plan

6.2.1 A TVET institution shall develop an Emergency Response Plan (ERP) which shall include but not limited to:

    a) Hazard-specific procedures
    b) Incident command structure
    c) Communication protocols
    d) Evacuation procedures
    e) First aid and medical response
    f) Coordination with external emergency services

6.2.2 The plan shall be accessible to staff and trainees.

7. Training and Capacity Building

7.1 A TVET institution shall establish structured training and capacity building programmes on emergency preparedness and safety targeting persons that include but not limited to:

    a) Management staff
    b) Training staff
    c) Support staff
    d) Trainees
    e) Contractors

7.2 A TVET Institutions shall provide periodic trainings that include but not limited to the following areas:

    a) Fire safety and evacuation procedures
    b) First aid and cardiopulmonary resuscitation (CPR)
    c) Hazard awareness
    d) Incident management and reporting
    e) Chemical safety
    f) Personal safety and security awareness

7.3 A TVET Institution may provide specialized training for emergency teams. Areas of specialized training may include but not limited to:

    a) First responders
    b) Incident command System
    c) Disaster risk reduction

d) Search and rescue
e) Mental health and psychosocial support

Note: Specialized training may be conducted in collaboration with external agencies such as emergency services or humanitarian organizations.

8. Safety and Security Infrastructure

A TVET institution shall have safety and security infrastructure that includes the following:

8.1 Functional Early Warning System

8.1.1. A TVET institution shall install functional early warning system that include but not limited to the following:

8.1.1.1. Fire Detection and Alarm System
a) Automatic smoke and heat detectors in workshops, laboratories, hostels, kitchens, and stores
b) Audible and visual alarm System (sirens and flashing lights)
c) Manual call points at strategic locations
d) Regular inspection, testing, and maintenance schedule

8.1.1.2. Emergency Communication System
a) Public Address (PA) system
b) SMS/email emergency notification system
c) Two-way radios for response teams
d) Clearly defined emergency contact numbers displayed publicly

8.1.1.3. Hazard-Specific Warning System
a) Gas leak detection System in laboratories/workshops
b) Electrical overload protection System
c) Flood monitoring mechanisms, where applicable
d) Weather alert integration from national meteorological services

Note: Early warning system shall be accessible and inclusive. The system shall integrate:
a) Visual and audio alarms for persons with hearing or visual impairments
b) Clearly marked accessible evacuation routes
c) Designated access points and tactical evacuation infrastructure

8.2. Safety Signage

8.2.1 A TVET institution shall install safety signage within the institution. The signage shall be:
a) Clear and Standardized
   Compliant with ISO 7010-2011: Graphical symbols — Safety colours and safety signs — Registered safety signs.
b) Use universal symbols and color coding
   i. Red – Fire & prohibition
   ii. Yellow – Warning
   iii. Green – Emergency/First Aid
   iv. Blue – Mandatory actions
c) Strategically positioned
   i. At entrances and exits
   ii. Along evacuation routes

iii. In workshops and laboratories

iv. Near electrical panels and hazardous material storage areas

8.2.2   The safety signage may include but not limited to the following:

a) Fire extinguisher location signs

b) Illuminated emergency exit signs

c) Assembly point signage

d) First aid station signage

e) Hazard warning signs

f) No Smoking" signage

g) PPE requirement signs

8.3 Evacuation Maps and Floor Plans

8.3.1 A TVET institution shall develop, display, and maintain up-to-date evacuation maps and floor plans that clearly identify emergency exits, assembly points, fire safety installations, emergency equipment, and hazard zones. The evacuation maps and floor plans shall:

8.3.2   Be placed at strategic points that include but not limited to entrances, corridors and staircases.

8.3.3   Clearly indicate the following:

a) Evacuation routes and clearly marked escape routes

b) Fire extinguishers

c) Fire alarms

d) First aid kits

e) Emergency exits

f) Assembly points

8.3.4   Include a "You Are Here" marker

8.3.5   Be posted in but not limited to workshops, classrooms, hostels, libraries, and administration blocks

8.3.6   Be accessible to persons with disabilities by use of braille or high-contrast formats where possible

8.4 Emergency Response Kits

8.4.1 A TVET institution shall have an emergency response kit that includes but not limited to:

a) Fire extinguishers and fire hose reels

b) First aid kit

c) Fire blankets

d) PPE

e) Emergency torch

f) Whistle

g) Spill containment kits (for workshops/labs)

8.5 Security

8.5.1 A TVET institution shall install security and intrusion warning System that include but not limited to:
- a) CCTV surveillance with a monitoring unit
- b) Panic buttons in administrative offices
- c) Emergency alert apps linked to institution security and nearby police stations
- d) Security risk assessment and threat mapping
- e) Access control and entry management
- f) Security fencing

8.5.2. A TVET institution shall maintain servicing and maintenance records for safety infrastructure.

9. Simulation Exercises and Mock Drills

9.1. A TVET institution shall conduct structured annual simulation exercises to test emergency preparedness, safety, response, post-crisis management, and recovery System.

9.2. For the conduct of simulation exercises and mock drills, a TVET Institution should:
- a) identify hazards likely to occur based on the location such as workshops, classrooms and laboratories
- b) identify common scenarios that include but not limited to fire outbreaks in dormitories, workshops, building collapse, chemical spills in labs, flooding, and infectious disease. For each scenario, the following should be included in the drills:
  - a) Objective of the drill
  - b) Roles and responsibilities
  - c) Timeline of the event
  - d) Communication flow

9.3. A TVET institution shall conduct emergency drills to test emergency preparedness. The drills may include but not limited to:
- a) Fire evacuation drills
- b) Medical emergency drills
- c) Security incident drills

9.4. A TVET Institution should conduct simulation exercises that are not limited to the following:
- a) Table-top exercises – discussion-based emergency scenarios
- b) Drills – fire, earthquake, flood, active threat, lab accidents, hazardous drills
- c) Functional simulations – testing communication and command System
- d) Full-scale simulations – multi-agency practical exercise

9.5. A TVET institution should conduct:
- a) At least two drills per year, including a fire drill;
- b) One full simulation every 2–3 years; and
- c) Induction drills for new trainees and staff.

9.6. Results from drills shall be documented and used to improve emergency plans.

10. Emergency Response

10.1 Establishment of a Coordinated Incident Management System (CIMS)

10.1.1. A TVET institution shall establish a modular Incident Command System (ICS) in line with the National Emergency Response Plan. *(See annex H)*

10.1.2. The ICS shall:
   a) Have a predefined hierarchy led by an Incident Commander
   b) Establish key roles which shall include and not limited to:
      i. Safety Officer
      ii. Communication Officer
      iii. Liaison Officer
   c) The ICS may include the following additional roles
      i. Logistics
      ii. Operations
      iii. Administration, Finance and Documentation
      iv. Planning
   d) Adhere to unity of command principles
   e) Have clear reporting lines
   f) Establish written activation levels
   g) Have defined span of control

10.2. A TVET institution shall develop an incident activation protocol. The protocol shall outline:
   a) Triggers for action.
   b) Escalation procedures
   c) Immediate notification procedures

10.3. A TVET institution shall have an emergency response communication plan. The communication plan shall:
   a) Include timely warnings and notification of incidents
   b) Provide clear information about alternative evacuation sites
   c) Include regular updates to the parents/guardians and community
   d) Provide clear explanation of the emergency procedures

10.3.1. Emergency communications shall:
   a) Be in simple and clear language
   b) Avoid jargon or institutional acronyms or codes
   c) Follow a predefined template
   d) Sent within 15 minutes of incident verification/validation
   e) Be accessible and inclusive.

Note: Only the head of a TVET institution, or his/her designated/delegated officer is authorized to speak to the media during an emergency incident.

10.4. Establishment of emergency contact information

10.4.1. A TVET institution shall establish and maintain emergency contacts information in line with the Data Protection Act, 2019.

10.4.2. The emergency contact information:
   a) May include but not limited to direct contacts of County Commissioner, head of County Government disaster Unit, fire brigade, hospital, Police station
   b) Should be updated at the beginning of each training year
   c) Should be accessible offline

10.5. To enhance emergency response efficiency, a TVET institution may enter into a formal partnership (MoUs) with, but not limited to:
   a) Humanitarian organizations

b) Neighbouring institutions
c) Private emergency service providers
d) Specialized government agencies
e) Hospitals
f) Transportation companies

11. Recovery and Continuity Planning

11.1 Establishment of training operations continuity plans

11.1.1.   A TVET Institution shall:
a) Conduct training operations impact analysis of critical functions and their allowable down time. The critical functions include but not limited to trainee management portal and finance System.
b) Conduct daily backup protocols for institutional records.
c) Provide an emergency clause in financial regulations.
d) Identify warm sites to host essential activities.
e) Develop an IT disaster recovery plan, prioritizing critical components such as student portals and essential administrative software as applicable.

11.1.2.   A TVET Institution may establish remote work protocols for staff during emergencies

11.1.3.   A TVET Institution should establish emergency training regulations that:
a) Outline alternative modes of delivery
b) Outline alternative modes of assessments
c) Standardize accommodations for deferred assessments, incomplete or delayed submission of course work during emergencies
d) Outline procedure for returning to normal training operations.
e) Outline measures of validating decisions taken under crisis/emergency regulations
f) Provide catchup programmes or adjusted training calendars

11.2 Trainees support services

11.2.1 A TVET Institution shall establish a psychosocial support mechanism. The mechanism may include:

a) protocols for activating psychological first aid support for trainees during crises
b) guidance and counselling for trainee after a crisis is declared
c) referral for affected trainees to accredited mental health specialist for post-crisis care
d) Provision of emergency housing and meals for trainees in crises

11.3 Post- incident Review and Accountability

11.3.1 A TVET Institution shall, within 14 days of level 2 and 3 emergencies, conduct:
a) Structured after-action debrief
b) Evaluation of response performance against the SOPs
c) Identification and recommendation of corrective measures
d) Review of the emergency response plans based on the recommendation

11.3.2 A TVET Institution should conduct

a) Annual ICS training for management and staff
b) An orientation briefing for new staff and trainee on emergency response, safety and post emergency recovery plans.

12. Standard Compliance Inspection

A TVET institution shall conduct internal safety compliance inspections to monitor emergency and safety preparedness and standards. The inspections shall be documented using standard compliance checklists *(see Annex D)*

13. Statutory Audits

13.1. A TVET institution shall conduct annual statutory audits that include but not limited to a fire safety audit, an occupational safety and health (OSH) audit, a first aid audit, an environmental audit, and a public health audit.

13.2.   A TVET institution shall:
a) Maintain corrective action plans arising from the audits.
b) Submit audit reports to TVETA
   Note: For sample audit tools/checklists, see *annex E.*

14. Monitoring, Evaluation and Learning

14.1. A TVET institution shall develop a monitoring, evaluation, and learning framework structure. This structure shall include the following:
a)   Objectives that measure institutional preparedness levels, assess response effectiveness during emergencies and evaluate post-crisis recovery performance
b)   Key evaluation questions that may include but not limited to:
   a)   Are TVET institutions compliant with emergency preparedness, safety, response and post recovery standards?
   b)   How effective are evacuation and communication System?
   c)   How quickly does the institution recover after a crisis?
   d)   Are trainees and staff adequately trained?
c)   SMART Indicators that may include but not limited to:
   a)   Preparedness indicators
   b)   Response indicators
   c)   Recovery indicators
d)   data collection tools that include but not limited to:
   a) Compliance checklists
   b) Drill evaluation forms
   c) Incident reporting templates
   d) Risk assessment tools
   e) Infrastructure damage assessment forms
   f) Beneficiary feedback surveys for trainees and staff
14.2. A TVET institution should prepare emergency, safety and post-crisis accountability reports that include but not limited to:
a)   quarterly safety and preparedness reports
b)   Incident After-Action Review (AAR) reports

14.3. The emergency, safety and post-crisis accountability reports should be submitted to TVETA annually.

14.4. To promote learning and continuous improvement, the following should be maintained:
   a) After-Action Reviews (AARs)
   b) Lessons learned database
   c) Policy revision mechanisms
   d) Corrective action tracking system

14.5. A TVET institution shall conduct risk and impact analysis including but not limited to the following:
   a) Hazard trend monitoring
   b) Vulnerability assessments
   c) Cost-benefit analysis of preparedness investments
   d) Impact on training continuity and trainee retention

14.6. A TVET institution shall maintain an up-to-date registry of all safety equipment, including expiration dates for fire extinguishers and first aid kit inventories.

14.7. A TVET institution may implement a digital Safety Dashboard or mobile application to facilitate real-time reporting of hazards by trainees and staff.

14.8. A TVET institutional emergency management committee shall conduct quarterly spot checks of emergency infrastructure including emergency exit routes to ensure they remain unobstructed and well-lit.

14.9. A TVET institution may publish an annual Safety Readiness Scorecard to be shared with the Board of Governors/Council and the trainee representative's body.

14.10. A TVET institution shall establish a formal mechanism to update its emergency policies based on lessons learned from evaluations and audits.

14.11. To foster a culture of safety, a TVET institution may establish a near-miss reporting system where individuals can report close calls anonymously to prevent future accidents.

Annex A: Information sharing flow chart

(Informative)

You are asked to share information

Is there a clear and legitimate purpose for sharing information? → No

Yes

Does the information enable an individual to be identified? → No

Yes

Is the information confidential? → No

Yes

Do you have consent? → Yes

No

Is there another reason to share information such as to fulfil a public function or to protect the vital interests of the information subject? → Yes → You can share

No → Do not share

Not sure → Seek Advice

Share information:
- Identify how much information to share.
- Distinguish fact from opinion.
- Ensure that you are giving the right information to the right individual.
- Ensure where possible, you are sharing the information securely.
- Inform the individual that the information has been shared if they were not aware of this as long as this would not create or increase risk of harm.

Record the information sharing decision and your reasons in line with your organisation or local procedures.

If there are concerns that a child is suffering or likely to suffer harm then follow the relevant procedures without delay. Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.

Annex B: Standardized Risk Analysis Matrix

(Normative)
I.   RISK RATING MATRIX (Recommended)

Likelihood	Impact	Risk Level
High	High	Critical
Medium	High	High
Medium	Medium	Moderate
Low	Low	Low

II.   RISK MATRIX GUIDE

RISK MATRIX						
PROBABILITY →	Very Likely - 5	4	10	15	20	25
	Likely - 4	4	8	12	16	20
	Possible - 3	3	6	9	12	15
	Unlikely - 2	2	4	6	8	10
	Very Likely - 1	1	2	3	4	5
		1	2	3	4	5
		Negligible	Slightly	Moderate	High	Very High
		SEVERITY →				

Risk	Risk level	Condition
1 to 6	Low Risk	*May be acceptable but review task to see if risk can be reduced further.*
8 to 12	Medium Risk	*Task should only be executing with appropriate management authorization after consulting with specialist personal.*
15 to 25	High Risk	*Task must not proceed, until adequate action taken to minimize the risk.*

Annex C: Audit/Risk Assessment Checklists

(Informative)
I.   OSH Audit / Risk Assessment Checklist (for TVET Institutions)

(Aligned to international OSH management essentials like ISO 45001:2018)

Area / Item	Check / Question	Yes / No / N/A	Notes / Risk Level
Management & Policy	Is there a documented OSH policy covering Trainees, staff and contractors?		
	Has senior management communicated commitment to safety?		
	Are OSH objectives established and measurable?		
Hazard Identification	Are all workplace hazards identified (labs, workshops, classrooms)?		
	Is a documented risk assessment conducted for each department?		
	Are control measures implemented for identified risks?		
Training & Awareness	Are staff and Trainees trained in safety procedures relevant to their activities?		
	Is training updated based on new risks or incidents?		
Incident Management	Is there a process to report and investigate accidents and near misses?		
	Are records maintained and analyzed for trend/causes?		
Emergency Preparedness	Are emergency response procedures documented?		
	Are evacuation drills conducted and documented regularly?		
Documentation & Records	Are safety records (training, inspections, audits) maintained and reviewed?		
Internal Audit	Is an internal OSH audit conducted at least annually?		
Feedback & Continuous Improvement	Are corrective actions assigned, tracked and reviewed for effectiveness?		

II.   Fire Safety Audit / Risk Assessment Checklist (for TVET Institutions)

(Based on best practices in fire risk management and internationally accepted steps)

Fire Safety Area	Check / Question	Yes / No / N/A	Notes / Risk Level
Fire Hazard Identification	Have all potential fire sources (electrical, flammable materials) been identified?		
	Is there a documented fire risk assessment?		
Fire Detection & Alarm	Are fire alarms installed and functional throughout buildings?		
	Are smoke detectors present in high risk areas (workshops, labs)?		
Fire Suppression System	Are fire extinguishers installed at suitable locations?		
	Are fire extinguishers inspected and tagged regularly?		
	Are sprinkler System (if installed) tested per schedule?		
Escape Routes & Exits	Are emergency exits clearly marked and unobstructed?		
	Are evacuation routes posted and updated?		
	Is emergency lighting present and functional?		
Fire Training & Drills	Have staff and Trainees received fire safety training?		
	Are fire drills conducted and documented regularly?		
Fire Response Preparedness	Are there trained fire marshals/wardens?		
	Are fire safety contact numbers clearly posted?		
Record Keeping & Review	Are all fire-related checks, drills, and maintenance documented?		

III. First Aid Audit / Risk Assessment Checklist (for TVET Institutions)

(Using common workplace first aid programme elements from international best practice)

First Aid Area	Check / Question	Yes / No / N/A	Notes / Risk Level
First Aid Policy & Plan	Is there a documented first aid policy covering Trainees & staff?		
First Aid Personnel	Are there trained first aiders available during all learning hours?		
	Are first aider contact details posted in visible locations?		
	Is the number of first aiders adequate for the size and hazard profile?		
First Aid Equipment	Are first aid kits accessible in all key locations (labs, workshops, admin)?		
	Are kits fully stocked and checked regularly (monthly/quarterly)?		
	Are contents within expiry dates and properly sealed?		
First Aid Facilities	Are there designated first aid rooms or stations, where appropriate?		
	Are these rooms clean and equipped for basic care?		
Training & Awareness	Have first aiders received up-to-date training?		
	Are others trained in basic emergency response (CPR, bleed control)?		
Record Keeping	Are first aid incidents logged with details and follow-up?		
Review & Improvement	Is first aid provision reviewed regularly based on incidents and risk profile?		

How to Use These Checklists

1. **Document Scope:** State institution name, location, auditor, date, and area under audit.

2. **Walkthrough Inspection:** Physically verify it's EMF in each category, interview staff, and review records.

3. **Risk Rating:** Use simple risk levels (High/Medium/Low) to prioritise actions.

4. **Corrective Actions:** Assign owners and deadlines for non-compliances.

5. **Review Frequency:** Full audits at least annually and focused checks quarterly or when there are significant changes (new equipment, courses, buildings).

(Informative)
EMERGENCY MANAGEMENT FRAMEWORK CHECKLIST

(For TVET Institutions – Natural & Man-Made Hazards)

I.   GOVERNANCE AND POLICY FRAMEWORK

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks / Action Required
EMF Policy	Is there a documented Emergency Management Policy approved by top management?			
Legal Compliance	Does the EMF align with national disaster and OSH legislation?			
Scope	Does the EMF cover staff, trainees, contractors & visitors?			
Hazard Coverage	Are both natural (floods, earthquakes, storms, drought) and man-made (fire, terrorism, chemical spill, violence) risks included?			
Command Structure	Is there a defined Incident Command Structure (ICS)?			
Emergency Committee	Is there an Emergency Management Committee with defined roles?			
Review Cycle	Is the EMF reviewed annually or after major incidents?			

II.   RISK ASSESSMENT AND HAZARD IDENTIFICATION

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks
Risk Register	Is there an updated hazard and risk register?			
Vulnerability Assessment	Are vulnerable groups identified (PWDs, boarding trainees)?			
Business Impact Analysis	Has a BIA been conducted for critical operations?			
Critical Infrastructure	Are critical assets mapped (ICT, labs, workshops, generators)?			
Likelihood & Impact	Are risks rated by likelihood & severity?			

Climate Risks	Are climate-related risks considered?			
Security Threats	Are security and terrorism risks assessed?			

III. PREPAREDNESS PLANNING

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks
Emergency Plan	Is there a comprehensive Emergency Response Plan (ERP)?			
Evacuation Plan	Are evacuation routes mapped and displayed?			
Shelter-in-Place Plan	Is there guidance for lockdown/shelter scenarios?			
Communication Plan	Is there an emergency communication protocol?			
Contact Directory	Are emergency contacts updated (police, fire, hospital)?			
Mutual Aid	Are MoUs signed with emergency services?			
Resource Inventory	Is there an inventory of emergency equipment & supplies?			
Backup Systems	Are backup power and data system available?			

IV. TRAINING AND CAPACITY BUILDING

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks
Staff Training	Are staff trained in emergency procedures?			
Student Orientation	Do Trainees receive safety induction?			
Drill Frequency	Are drills conducted at least annually?			
Scenario Variety	Do drills include multiple hazard scenarios?			
Incident Command Training	Are emergency leaders trained in ICS?			
First Aid & CPR	Are adequate first aiders available?			

Fire Warden Training	Are wardens trained and assigned per building?			

V. RESPONSE CAPABILITY

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks
Activation Protocol	Is there a clear activation trigger for emergencies?			
Command Centre	Is an Emergency Operations Centre (EOC) identified?			
Communication Tools	Are public address system functional?			
Accountability	Is there a system for headcount during evacuation?			
Media Management	Is there a designated spokesperson?			
Emergency Supplies	Are emergency kits available (torches, radios, PPE)?			
Security Coordination	Is coordination with law enforcement defined?			

VI. RECOVERY & TRAINING OPERATIONS CONTINUITY

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks
Training operations continuity plan (TOCP)	Is there a documented TOCP?			
Alternative Learning Plans	Is remote learning capability available?			
Insurance Coverage	Is property and liability insurance adequate?			
Post-Incident Debrief	Are After-Action Reviews conducted?			
Psychosocial Support	Are counselling services available post-incident?			
Infrastructure Restoration	Is there a prioritized recovery plan?			
Funding Strategy	Are emergency funds allocated?			

VII.   DOCUMENTATION & CONTINUOUS IMPROVEMENT

Area	Audit Question	Yes/No/N/A	Risk Rating	Remarks
Incident Reporting	Are incidents documented & analyzed?			
Corrective Actions	Are corrective actions tracked?			
Performance Indicators	Are EMF KPIs defined?			
Audit Program	Is EMF audited annually?			
Stakeholder Feedback	Is feedback incorporated into plan updates?			

Annex E: Sample Audit Tools/Checklists

(Informative)

I. STATUTORY COMPLIANCE AUDIT TOOL

(For Registration & Legal Compliance in TVET Institutions)

a. Legal Registration & Licensing

☐ Valid TVETA registration certificate

☐ Valid trade testing accreditation (where applicable)

☐ Valid business permit (County Government)

☐ NCA compliance certificate (for workshops/construction training sites)

☐ Environmental compliance license (where applicable)

☐ Fire clearance certificate from County Government

b. Mandatory Policies & Committees

☐ Institutional Disaster Management Committee established

☐ OSH Committee registered with DOSHS

☐ Fire Safety Committee appointed

☐ Child Protection Policy

☐ Emergency Preparedness & Response Plan

☐ Safety Policy signed by management

c. Statutory Records

☐ Risk assessment reports (updated annually)

☐ Incident/accident register

☐ Training records (fire drills, first aid, OSH training)

☐ Insurance cover (public liability & trainees)

☐ Equipment inspection certificates

II. FIRE SAFETY AUDIT TOOL

(Aligned to Fire Risk Reduction Rules & County Fire Requirements)

a. Fire Prevention Measures

☐ Approved building plans with fire compliance

☐ Fire risk assessment conducted

☐ Flammable materials properly stored

☐ Electrical System inspected and certified

b. Fire Detection & Warning System

☐ Functional fire alarm system

☐ Smoke/heat detectors installed

☐ Clearly audible alarm signal

☐ Emergency lighting operational

c. Fire Fighting Equipment

☐ Fire extinguishers (correct type & adequate number)

☐ Extinguishers serviced within last 12 months

☐ Hose reels functional

☐ Fire blankets in kitchens/workshops

☐ Water storage for firefighting (where required)

d. Evacuation & Emergency Preparedness

☐ Clearly marked emergency exits

☐ Exit routes unobstructed

☐ Assembly points designated

☐ Fire drill conducted at least twice per year

☐ Evacuation floor plans displayed

III. **FIRST AID AUDIT TOOL**
  a. **First Aid Facilities**
  ☐ Fully stocked first aid boxes (as per legal schedule)
  ☐ First aid room (where trainees exceed 50)
  ☐ Stretcher available
  ☐ Clean water supply
  b. **Trained Personnel**
  ☐ Certified first aiders)
  ☐ Valid first aid training certificates
  ☐ Emergency contact list displayed
  c. **Records & Response**
  ☐ First aid treatment register maintained
  ☐ Referral procedures established
  ☐ Linkages with nearest health facility

  IV. **OCCUPATIONAL SAFETY & HEALTH (OSH) AUDIT TOOL**
  (In line with Occupational Safety & Health legal requirements)
  a. **Workplace Safety**
  ☐ Hazard identification & risk assessment conducted
  ☐ Safe work procedures documented
  ☐ Machinery guarded
  ☐ Lockout/tagout procedures in place
  b. **Personal Protective Equipment (PPE)**
  ☐ PPE provided free of charge
  ☐ PPE appropriate for trade area
  ☐ PPE usage enforced
  ☐ PPE inspection and replacement program
  c. **Workshops & Laboratories**
  ☐ Adequate ventilation
  ☐ Proper lighting
  ☐ Chemical storage compliant
  ☐ Safety signage displayed
  ☐ Emergency eye wash stations (where applicable)
  d. **Health & Welfare**
  ☐ Clean sanitation facilities
  ☐ Safe drinking water
  ☐ Waste disposal system
  ☐ Noise control measures
  e. **Training & Awareness**
  ☐ Safety induction for trainees
  ☐ Toolbox talks conducted
  ☐ Safety signage in English & Kiswahili
  ☐ Emergency numbers displayed

V.   SCORING FRAMEWORK FOR TVETA STANDARDIZATION

Rating	Description
4	Fully compliant
3	Minor gaps
2	Major gaps
1	Non-compliant
0	Not applicable

Institutions should achieve **at least 75% compliance** to meet minimum TVETA safety standards.

Annex F: Sample Emergency Text Templates

(Informative)
I.   General Emergency Notification

EMERGENCY ALERT: Fire at Kirinyaga Hostel. Alarm Triggered. Evacuate immediately. Assemble at the {designated] parking lot.

II.   Safety Alerts

ATTENTION: Chemical spill at Waiganjo Laboratory. Do not enter the building until cleared.

III.   Updates

UPDATE: Fire contained. Building inspection underway. Expect an update on re-entry within 30 minutes.

UPDATE: All clear. Emergency resolved. Building access restored. Resume regular study schedule.

<center>**Annex G: Categorization of Emergencies**</center>

<center>**(Informative)**</center>

I.   Day-to-day emergencies – Level 1

A level 1 incident is one that falls within the capacity of the normal operational procedures and resources can handle.

II.   Major emergency/crisis – Level 2

These are incidences that require the activation of more than one unit stipulated in the TVET's emergency response plan. They include but not limited to trainee unrests, major fire, and building collapse.
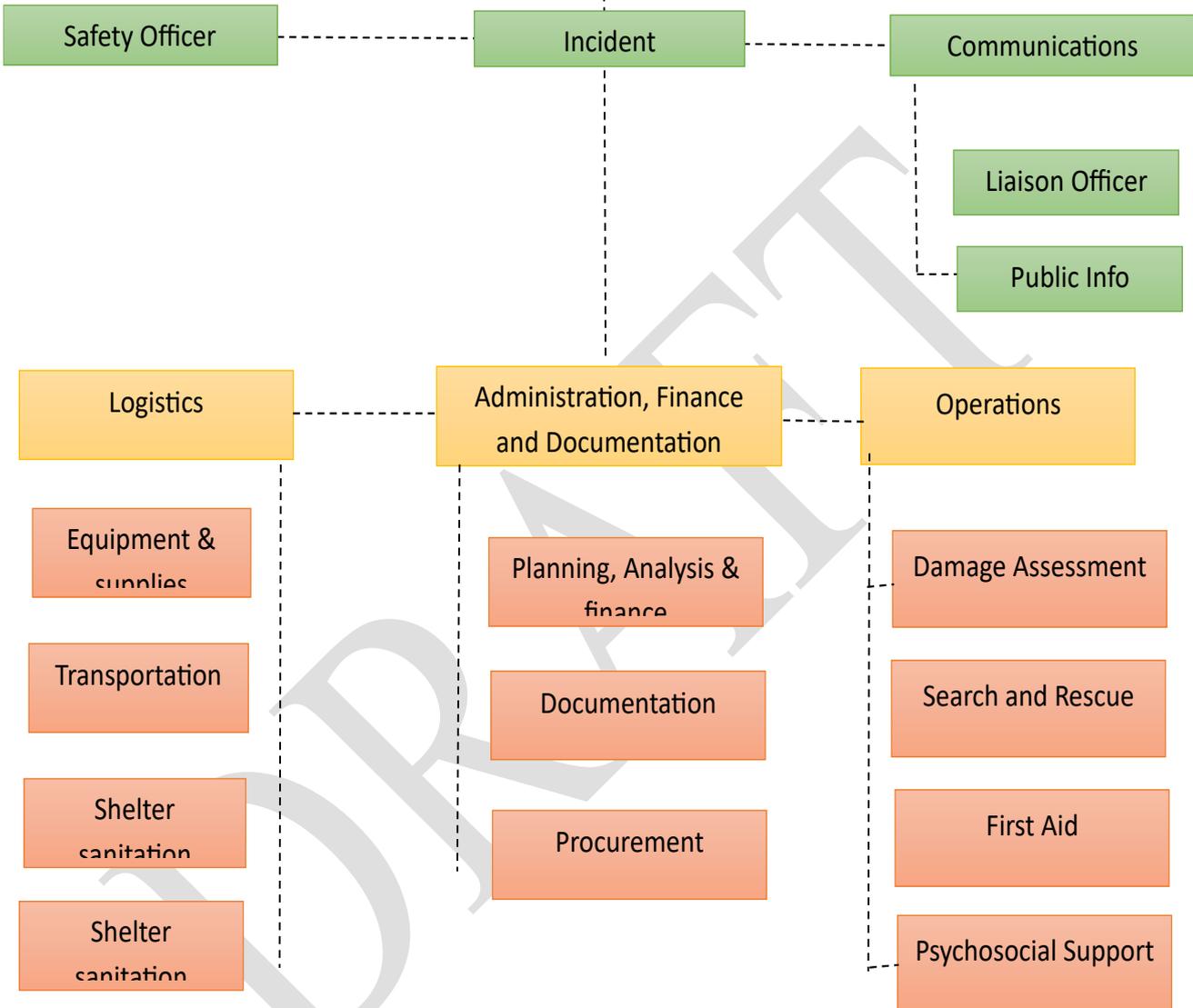
III.   Disaster emergency – Level 3

This level entails an emergency crisis that adversely impacts business activity at the TVET Institution. Examples include violent trainee unrest, terror activity or a major natural disaster.

Annex H: Incident Response Structure

(Normative)

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                    ┌─────────────────────────┐
                    │  TVET Emergency          │
                    │  Management Committee    │
                    └─────────────────────────┘
```

Safety Officer ---- Incident ---- Communications

Communications:
- Liaison Officer
- Public Info

Logistics ---- Administration, Finance and Documentation ---- Operations

Logistics
- Equipment & supplies
- Transportation
- Shelter sanitation
- Shelter sanitation

Administration, Finance and Documentation
- Planning, Analysis & finance
- Documentation
- Procurement

Operations
- Damage Assessment
- Search and Rescue
- First Aid
- Psychosocial Support

Legend:
- Level 1
- Level 2
- Level 3

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