

Emergency and Disaster Management Policy

1. Purpose

Inala Community House (ICH) is committed to protecting the health and safety of all people in emergency or disaster situations. ICH also seeks to ensure that disruption to critical activities are prevented and mitigated.

This policy addresses a range of different emergencies or disasters which may include, but is not limited to:

- Fire
- Security
- Medical
- Electrical outage
- Mechanical or process failure
- Natural events such as storms or cyclones
- Hazardous material releases (chemical, radiation or biological)

ICH seeks to manage any emergency situations quickly and efficiently in order to minimise or prevent the risk to all persons. ICH also recognises the physical and psychological impact that emergencies can have on people present and the effect on service delivery.

This policy operates pursuant to the ICH Workplace Health and Safety Policy.

2. Scope

This policy applies to all employees, Board members, volunteers, students, trainees and contractors. For the purposes of this policy, these persons shall be referred to as workers.

3. Policy

3.1 Emergency Management Plans

ICH maintains emergency management plans which are reviewed at least annually. These plans contain a range of responses including:

- Evacuation
- Lockdown (overt and silent)
- Discreet emergency
- Shelter onsite
- Bomb threat
- Site closure
- Medical

It also includes information about:

- Responding in an emergency
- Calling emergency services
- Assisting others
- How to use emergency equipment

A copy of the emergency management plan is located at each venue.

3.2 Training

All workers shall receive training in the emergency management plans at the time of induction and on an annual basis by the service manager. This training should be placed on the Training Register by the relevant Manager.

Emergency evacuation drills are conducted on all sites annually by wardens and/or the Chief Fire Warden.

3.3 Business Continuity Planning

ICH has a business continuity plan which focuses on:

- Prevention - through risk management planning
- Preparedness - assessing critical functions and key activities
- Response – outlining immediate actions to contain, control and minimise impacts
- Recovery – outlines actions to recover from an incident to minimise disruption and recovery times

This plan is reviewed periodically at least every two years.

3.4 Incident Reporting

Incident reporting should occur after any emergency situation, including notifying the Chief Executive Officer and completing the critical incident reporting form. This should occur in accordance with the ICH *Workplace Health and Safety Policy* and the *Incident Management Procedure*.

The Chief Executive Officer will ensure that appropriate reporting takes place to in accordance with legislation, the Workplace Health and Safety Policy, with funding bodies and to insurance.

3.5 Support

After an emergency, ICH will seek to provide support to those affected. This may include debriefing and referral to the employee assistance program for workers. For others it may include, conducting follow ups via phone or email and providing information about support services such as Lifeline. After an incident, the Chief Executive Officer, Human Resources and relevant service managers shall determine appropriate responses to support all people involved.

3.6 Involvement of Service Users

Where appropriate, ICH services shall consult with service users and their support networks about emergency and disaster management processes. This may occur where:

- This impacts how, when or what services are delivered
- Such processes may adversely impact the health and safety of service users

3.7 Responsibilities

The Board of Directors and Chief Executive Officer are responsible for:

- Emergency and disaster management processes are in place
- Maintaining the risk register to ensure that potential risks are identified and addressed through appropriate controls
- Ensuring that business continuity plans are reviewed regularly and overseeing their implementation (as needed)
- Ensuring that appropriate support is made available to people involved in emergency or disaster situations
- Ensuring appropriate reporting takes place

Managers are responsible for ensuring that:

- Workers are trained in emergency procedures at induction and on an annual basis
- Ensuring appropriate incident reporting takes place
- Ensuring that appropriate support is made available to people involved in emergency or disaster situations

All workers are responsible for:

- Enacting appropriate emergency procedures as necessary
- Following emergency procedures and instructions
- Reporting incidents promptly

5. Review

This policy shall be reviewed every 3 years or after an emergency or disaster situation.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

6. Related Documents

Policies

ICH Workplace Health and Safety Policy

ICH Risk Management Policy

Procedures

ICH Incident Management Procedure

Other

ICH Emergency Management Plans
ICH Business Continuity Plan