JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6sb	EMERGENCY AND DISASTER MANAGEMENT PROCEDURES

Record of policy development		
Version	**Date approved**	**Date for review**
Version 1 2022		

Responsibilities and delegations	
This policy applies to	Board of Directors, Staff and Volunteers
Specific responsibilities	Board of Directors and General Manager to ensure policy is implemented
Policy approval	Board of Directors

Policy context – this policy relates to:	
Standards	NDIS Quality Practice Standards
Legislation	Disability Services Act
Contractual obligations	National Disability Insurance Agency
Organisation policies	QA 2e Emergency and Evacuation Policy
	QA 2 Incident, Injury, Trauma, and Illness Policy
	QA 2 Dealing with Infectious Diseases Policy
	QA 2 Dealing with Medical Conditions
	QA 2 COVID Management Plan
	QA 2 Safe Storage of Dangerous Goods
Forms, record keeping, other documents	Client Risk Assessment Form

Policy Statement

The Board has ultimate responsibility for safeguarding the organisation and its personnel, clients, and visitors. It is the responsibility of the Board to ensure that emergency and disaster management procedures are established, maintained, and reviewed regularly, and that they are appropriate and adequate for the organisation's identified needs.

It is also the responsibility of the Board for ensuring that people have the appropriate training, information and instruction in emergency and disaster management procedures, and the use of emergency equipment and facilities.

As a part of its risk management processes Jumbunna will do everything in its control to prevent injury or harm to individuals as a result of any emergency. Jumbunna will also ensure that arrangements are in place to facilitate the continuity of supports that are critical to the safety, health, and wellbeing of clients in the event of an emergency.

To reduce the risk to personnel, the Board will be responsible for providing a work environment where all workers are trained and prepared for emergencies. Emergencies may include:

- Fire;
- Medical emergency;
- Disease outbreak;
- Bomb threat;
- Personal threat;
- Hazardous materials;
- Natural disaster; and
- Evacuation for any reason

The Board of Directors will ensure that adequate resources are allocated to enable an appropriate response to any emergency (e.g., worker training, personal protective equipment (PPE) or first aid equipment).

Definitions

Critical incident is a negative occurrence which may have the potential to disrupt regular business operations including natural disasters, technology failures, work health and safety issues, economic and financial issues, staffing issues and interruptions to supply chains.

Business Continuity is the ability of an organisation to maintain regular operations during and after an incident, emergency or disaster has occurred.

Procedures

Risk Management plan

Jumbunna demonstrates its preparedness for critical incidents by implementing a robust risk management policy which identifies, manages, and mitigates the likelihood of risks. The Board is responsible for safeguarding the organisation and its employees, clients and other service users. It is also responsible for upholding the reputation of Jumbunna and the effectiveness of its services. Jumbunna's risk management plan seeks to prevent injury or harm, protect assets and organisational interests, and limit the impact of unavoidable risks.

Jumbunna will use the following risk matrix to assess the likelihood of risks occurring and the impact they may have on services and activities:

		Impact			
		Very high (try to avoid)	**High** (try to reduce or minimise any risk	**Medium** (consider actions to reduce risk)	**Low** (should be covered by regular procedures)
Likelihood of happening	**Very high** (almost certain)	1: Extreme	2: Very high	3: High	5: Medium
	High (probable)	2: Very high	3: High	4: Significant	6: Low
	Medium (may happen)	3: High	4: Significant	5: Medium	Negligible
	Low (unlikely)	4: Significant	5: Medium	6: Low	Negligible

The General Manager will be responsible for ensuring that:

- Jumbunna has established an emergency and disaster management plan;
- the emergency and disaster management plan identifies and anticipates responses to all reasonably foreseeable emergencies which may include:
  - fire;
  - medical emergency;
  - bomb threat;
  - personal threat;
  - hazardous materials;
  - natural disaster; and
  - evacuation.
- organisational structures are developed that clearly show roles and responsibilities in the event of an emergency;
- regular emergency evacuation drills are conducted to test procedures and systems;
- workers designated as emergency contacts (e.g. Fire Wardens and First Aid officers) receive appropriate training for coordinating emergency responses;
- all workers are familiar with the emergency and disaster management plan and emergency alarm sounds;
- workers actively participate in the development and review of the emergency and disaster management plan;
- workers consult with clients and their support networks about the plan and put the plan in place;
- the plan is tested and adjusted in the context of a particular kind of emergency or disaster;
- the plan is periodically reviewed to ensure that it responds to the changing nature of an emergency or disaster;
- clients and their support networks are consulted in these reviews;
- workers with capabilities that are relevant to assisting in the response to an emergency or disaster (such as contingency planning) are identified; and
- in the event of an emergency, they (or a nominated member of staff) are to be responsible for alerting people to the emergency and communicating adequately with clients, their families, or guardians/advocates during the emergency.

Each Coordinator will be responsible for ensuring their team members have:

- been informed of the organisation's policies and procedures regarding all aspects of work health and safety (e.g., emergencies, critical incidents, risk management);
- been trained in how to respond to any emergency and provided with written information on:
  - fire related emergencies (e.g., knowing where fire extinguishers are located and which fire extinguisher to use for the various types of fires, how to use extinguishers);
  - medical/ first aid related emergencies (e.g., who is the first aid officer(s), where the first aid kit is located);
  - what to do if a bomb threat is received;
  - personal threats (e.g., harassment, assault, robbery);
  - what to do if there is an incident with hazardous materials (e.g., gas leak or chemical spill);
  - how and when evacuations will be managed (e.g., assembly meeting areas);
  - their responsibilities regarding documentation (e.g., internal reports, incident forms).

Jumbunna will have an immediate response checklist in place, which will be closely followed when responding to critical incidents. The checklist will include but is not limited to:

- Assessing the severity of the incident
- Evacuating the site if required
- Ensuring all personnel are accounted for and injuries to personnel are identified
- Where necessary, emergency services are contacted
- Staff are aware of their roles and responsibilities
- Team members are briefed on the situation
- Critical business activities which have been disrupted are identified
- Key stakeholders are informed of the incident
- Regulatory and legal obligations are adhered to

Continuity of Supports

Jumbunna will identify supports which are optimal for the health, wellbeing, and safety of each client. Workers have been trained to ensure that clients will continue to receive supports where there are unavoidable changes or interruptions.

Workers have been trained in the implementation of the emergency and disaster management plan including:

- modifying client supports where necessary to ensure continued support; and
- adapting to client changes and other interruptions.

Workers will ensure that where there are changes to the supports of clients due to unavoidable interruptions, the changes are:

- explained and agreed with them; and
- delivered in a way that is appropriate to their needs, preferences and goals.

Outbreak Management Plan

The General Manager will also ensure that there is a separate outbreak management plan in place to respond to an infectious disease outbreak.

The outbreak management plan addresses:

- planning actions;
- identifying clients;
- staffing actions;
- identifying an outbreak;
- communication actions;
- cleaning; and
- restriction of visitors.

Workers have been trained in the implementation of the outbreak management plan including:

- modifying client supports where necessary to ensure continued support;
- in the use of PPE;

- in infection prevention and control procedures; and
- in the implementation of the plan including:
  - preparing for, and responding to the disaster; and
  - communicating changes to participants, workers, and participant support networks.

Emergency information each client

Jumbunna will ensure that each client has a plan in place, containing details of:

- their emergency contacts (e.g., families, guardian, or advocate);
- any medical conditions as well as ongoing treatment and current medications, including dose and frequency;
- current GP and any other health professionals;
- the advanced care or support plan (if they have one);
- protocols to follow in the event of a medical emergency for the client.

Workforce planning

The organisation will ensure that it has implemented a workforce contingency plan in the event of an emergency, including the outbreak of an infectious disease, or in the event that workers are unwell and need to self-isolate. This includes:

- ensuring workers are aware of their leave entitlements allowing them to access leave to self-isolate if required;
- maintaining an up-to-date contact list of all workers;
- maintaining an up-to-date list of details of any worker's secondary employment; and
- ensuring that any new workers undergo induction and training in emergency and disaster management procedures.

Further information

Casino Fire Brigade	02 6662 6051
NSW Rural Fire Brigade	02 6663 0000
NSW SES Unit	132 500
NSW Health	02 6660 0515

Testing, Monitoring and Evaluating

Jumbunna will regularly test, review, and update all processes involved in this policy to ensure they are current and reflect any changes to operations.

All staff will receive training every year to test their knowledge on procedures related to critical incidents and emergencies. Training manuals and lists of staff responsibilities will be maintained to ensure that if there is staff turnover, procedures are updated, and relevant staff are briefed on their positions.

Following a critical incident or an emergency procedure, Jumbunna will review the effectiveness of the business continuity policy and processes. It will evaluate the recovery times, performance of relevant staff and the business impact. This information will be used to improve upon current systems and procedures.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Emergency & Disaster Management Procedures	Policy Number:	
Date Approved:	March 2024	Approved By:	Senior Management Team
Date Issued:	March 2024	Review Date:	30 June 2025
Version 1.4	This version of the policy was approved March 2024 and replaces the version approved 24 August 2023.		