



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6sb	<b>EMERGENCY AND DISASTER MANAGEMENT PROCEDURES</b>
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## Record of policy development

Version	Date approved	Date for review
Version 1 2022	7 <sup>th</sup> November 2025	30 <sup>th</sup> June 2027

## 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, participants, 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 participants in the event of an emergency.

To reduce the risk to personnel, the Board will be responsible for providing a work environment where all staff

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., staff training, personal protective equipment (PPE) or first aid equipment).

The Board of Directors will review the Emergency and Disaster Management Plan every 6 months to ensure it remains appropriate for the provision of services we are providing and the families we are supporting.

## 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, participants 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;
- Staff designated as emergency contacts (e.g. Fire Wardens and First Aid officers) receive appropriate training for coordinating emergency responses;
- All staff are familiar with the emergency and disaster management plan and emergency alarm sounds;
- Staff actively participate in the development and review of the emergency and disaster management plan;
- Staff consult with participants 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;
- Participants and their support networks are consulted in these reviews;
- Staff 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 participants, their families, or guardians/advocates during the emergency.

NDIS Team Leader/General Manager will be responsible for ensuring the NDIS 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 participant. Staff have been trained to ensure that participants will continue to receive supports where there are unavoidable changes or interruptions.

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

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

Staff will ensure that where there are changes to the supports of participants 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 participants
- Staffing actions
- Identifying an outbreak
- Communication actions
- Cleaning; and
- Restriction of visitors.

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

- Modifying participant 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, staff, and participant support networks.

## **Emergency information for each participant**

NDIS Team Leader and staff will ensure that each participant has a risk assessment in place, containing details of:

- Their emergency contacts (e.g., families, guardian, or advocate), location and contact preferences in the event of an emergency or disaster
- 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 participant.

## **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 staff are unwell and need to self-isolate. This includes:

- Ensuring staff 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 staff;
- Maintaining an up-to-date list of details of any staff's secondary employment; and
- Ensuring that any new staff 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	Emergency and Disaster Management Plan, Risk Assessment

<b>Policy Name:</b>	<b>Emergency &amp; Disaster Management Procedures</b>	<b>Policy Number:</b>	
Date Approved:	7 <sup>th</sup> November 2025	Approved By:	Senior Management Team
Date Issued:	4 <sup>th</sup> August 2025	Review Date:	30 June 2027
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