



Emergency and Disaster Management Policy

Scope

This policy applies to Brook RED Community Members/NDIS Participants, Nominated Support People, board members, employees, volunteers, and students on placement.

Purpose

To set out our response to *emergencies* and *disasters*.

Principles

Brook RED recognises the benefits of developing an effective emergency and disaster response plan to minimise the impact on our community and continue providing support to people (as much as possible) during these times.

Some of the most common emergencies and disasters include:

- Bush fires
- Severe weather such as cyclones
- Other location specific natural disasters such as landslides, floods, tsunamis, earthquakes
- Human caused disasters and emergencies such as assault and other violent crime, riots, traffic accidents, fires, and robbery
- Other incidents of mass trauma such as pandemics

This policy covers our approach to emergency and disaster management. For specific information about our pandemic management practices, please see the COVID-19 Response Policy.

Policy

Brook RED will:

- Plan responses to emergencies and disasters
- Manage risks associated with emergencies and disasters
- Work to ensure continuity of supports
- Respond to incidents in accordance with our Responding to Incidents Policy and Procedure and relevant legislation
- Make decisions based on the nature of the emergency or disaster

Brook RED had various programs supporting people with mental health concerns, suicidal distress and disabilities. These may be centre-based, in the community or at other facilities. Depending on the nature of the emergency or disaster, we may trial and implement (where possible and appropriate) modalities of support that are telephone or web-based and which can be delivered while team members work from home.

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In our response to the emergency or disaster, we will:

- Identify programs and supports that have been disrupted by the emergency or disaster
- Identify individuals who have been impacted by the emergency or disaster and attempt to communicate with them to ascertain their needs and circumstances
- Develop management plan and ensure relevant people are aware of the plan
- Provide training to staff (if applicable)
- Re-establish services, as much as possible, prioritising those who require urgent assistance
- Assist Community Members/NDIS Participants to understand emergency and disaster situations and the impact on them and their supports
- Liaise with other service providers as required

Brook RED management will:

- Monitor local, state and federal government announcements and updates and modify response actions as required.
- Communicate changes to supports to relevant workers, Community Members/NDIS Participants and support networks (as appropriate)
- Ensure access to emergency tools and facilities

Definitions of Terms Used

Emergency

A serious, unexpected, and often dangerous situation requiring immediate action.

Disaster

A sudden accident or natural catastrophe that cause great damage or loss of life.

References

Brook RED Business Insurance Policy

Brook RED Responding to Incidents Policy and Procedure

Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	June 2022	Eschleigh Balzamo	Introduction of new policy	June 2023

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.