NDS Quality and Safeguards Sector Readiness Project

Emergency and Disaster Management Policy Checklist

This checklist contains elements of a policy that your organisation may decide to use to guide emergency and disaster management. This policy checklist is general in nature and is intended to be used as a guide. It provides information and examples to consider, and handy tips and links to other resources to help make the development of your policy easier.

This checklist has been designed for providers delivering NDIS Supports and Services.

How to use this checklist:

The way each organisation approaches emergency and disaster management will be different. Consider:

- **Reviewing** the information and resources against your own organisation's systems and processes.
- **Adapting** the information to suit the size and scope of your organisation, your values, principles, systems and processes. It is important that your policies and procedures reflect the culture and reality of your organisation.
- **Consulting** with people with disability, families, carers, support workers and other stakeholders. This is an integral step in ensuring that your policies are relevant to your organisation and the supports and services you provide.

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Establish your organisational commitment to actively managing emergencies and disasters.

This could include a statement about your organisation's commitment to:

☐ **Provide supports and services in a safe and competent manner with care and skill.** Actively ensuring the health, safety and wellbeing of people with disability (participants), workers and visitors before, during and after an emergency or disaster.

☐ **Exercise good governance in emergency management.** For example, to have effective emergency and disaster management plans in place which:

- inform the decisions made about services
- limit disruptions to services and
- reduce the impact of emergencies and disasters on people with disability and workers.

☐ **Using a risk management approach.** For example, having in place individual, organisational and strategic risk assessments and plans to help manage the risks of emergencies and disasters.

☐ **Comply with any operational guidelines and instructions.** For example, the NDIS Practice Standard for Emergency and Disaster Management and any associated standards, such as Risk Management, Human Resources, and the NDIS Code of Conduct.

☐ **Comply with State and Federal Government emergency management directions.** For example, planning for any event designated as an emergency or disaster by the West Australian State Government.

State who the policy applies to and who is responsible for it.

☐ **Include workers at all levels of your organisation** and others who have interactions with your organisation, such as contract and agency workers.

☐ **Include what your organisation's expectations of all workers are** in relation to adhering to your policy and any associated procedures.

☐ **Include the people who access your supports and services** in relation to development and implementation of emergency and disaster management plans.

Identify the values, principles, roles, and responsibilities behind the policy position, this could include:

☐ **The values of the organisation and expectation of its workers.** For example, that the safety, health, and wellbeing of people with disability, workers and visitors are a priority.

☐ **The rights of people with disability.** For example, recognising the human rights of people with disability to be consulted and fully included in planning the supports and services provided to them. This includes consulting and actively involving people with disability and their support networks in the development and review of emergency management plans.

☐ **The behaviours of the organisation. Examples could be:**

- The governing body will be responsible for establishing emergency management plans.

- The organisation applies the four stages of emergency management - Prevention, Preparation, Response and Recovery (PPRR) – to manage the risks, increase our resilience and support the safety and wellbeing of people using our services.

- The CEO and Executive will be responsible for leading the operational implementation of the emergency management plan. This includes ensuring workers are trained in implementing emergency and disaster response plans.

- Individual, organisational, and strategic risk assessments and plans are developed to help the organisation manage the risks of emergencies and disasters.

- People with disability and the workers supporting them, have access to the up-to-date information they need, in formats that are accessible to them, for example Easy Read version and videos.

☐ **The behaviour of workers.** All workers are responsible for supporting the implementation of the organisation's emergency and disaster management plans and procedures.

Include definitions which have meaning for this policy or have a need for some interpretation, some examples could be:

☐ **Emergency or Disaster Management:** Management of resources and responsibilities during emergencies or disasters for prevention, preparedness, response, and recovery.

☐ **Hazard:** Type of emergency or event that could pose a risk to life or property, for example pandemic, bushfire or cyclone.

☐ **Hazard Management Agency:** A government department or agency with responsibility for the management of a specific hazard.

☐ **PPE:** Personal Protective Equipment. PPE can include masks and gloves or any other equipment that might be issued to help protect a person's health and safety.

☐ **Workers:** Encompasses any person who carries out work in any capacity for the organisation. It includes fulltime, part time, casual workers and volunteers directly employed by the organisation, volunteers or students on placement and workers of a contractor or subcontractor.

☐ **Visitor:** Any person that attends an office, work location or meeting who is not a person with disability or worker.

You could also consider including:

☐ **The relevant policies, procedures, or other documents** that this policy relates to, this will make it easier to update relevant material when this policy is reviewed. Examples of relevant policies and procedures may include Business Continuity Plan, Code of Conduct, Service Provision, Continuity of Support, Human Resources, Incident Management, Information Management, Strategic Plan, Infection Control including Waste Management, Service Agreements, Emergency Plans including Outbreak Management Plan and Evacuation Procedures.

☐ **The relevant legislation, policy, guidelines, or other material** that directly relate to the policy. Examples include NDIS Practice Standards 2021, NDIS Code of Conduct, Infection Prevention and Control including Waste Management and Information Management.

☐ **Approval and review dates -** Note: Given the changing nature of emergency and disaster situations, consider additional review conditions for this policy which sit outside of your normal review cycle. Consider reviewing the information in this policy, whenever there is an event that activates one of your emergency management plans, business continuity plan or at any time in response to directions from State or Federal Government.

☐ **Who is responsible:** The title and/or the signature of the authorising person.

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