



## CRISIS RESPONSE POLICY

Policy number	29	Version	1
Drafted by	K Robinson	Approved by	21/04/2020
Responsible person	K Robinson	Committee on	
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### INTRODUCTION

Disasters, emergencies and other traumatic incidents can undermine the ability of the Gallipoli Barracks Community Centre to achieve its purposes.

Good planning is essential to assisting the Gallipoli Barracks Community Centre to respond and recover from such events.

### PURPOSE

The purpose of this policy is to ensure that the Gallipoli Barracks Community Centre undertakes appropriate planning to enable it respond and recover from disasters, emergencies and other traumatic incidents.

### POLICY

The Committee must establish a Crisis Response Committee and review its composition and effectiveness every year. The President should be member of the Crisis Response Committee.

The terms of reference establishing the Crisis Response Committee should require the committee to:

- Regularly identify threats and potential crisis events.
  - Such events could include anything which threatens the health and wellbeing of the staff of Gallipoli Barracks Community Centre, the assets of Gallipoli Barracks Community Centre, the reputation of the Gallipoli Barracks Community Centre, the effective functioning of the administrative systems of the Gallipoli Barracks Community Centre, or the services provided reputation of the Gallipoli Barracks Community Centre.
- Identify the likelihood of such events.
- Assess the consequence of such events.
- In the case of events which have potentially severe consequences:
  - Evaluate the suitability of the existing decision-making/delegation structures and whether they need to be revised. Consider in particular:

**Policies** and **Procedures** may only be altered by the Committee.

- the role of the Committee – and whether it has the ability to make decisions under time pressure and any other constraints that could exist in crisis events; and
    - whether special delegations should be put in place to enable the Gallipoli Barracks Community Centre to respond urgently. This could take the form of the establishment of a dedicated committee, or the delegation of particular functions to the President or other senior management.
  - Identify all of the relevant internal and external stakeholders.
    - For example: staff, clients/customers, media, SES, MBF or CFA, financial institutions, the local government council, other State or Federal government agencies – including regulatory or funding bodies, or emergency response agencies or police.
  - Identify the sorts of communication that could be needed with those stakeholders, and evaluate the ability of the Gallipoli Barracks Community Centre to communicate with them in crisis events.
  - Identify whether there are any functions which the Gallipoli Barracks Community Centre undertakes which are critical and what mechanisms could be put in place to continue or replace those functions in the event of a crisis.
  - Consider the Gallipoli Barracks Community Centre’s occupational health and safety policy, and the Gallipoli Barracks Community Centre’s legal obligations in respect of occupational health and safety, and evaluate the ability of the Gallipoli Barracks Community Centre to comply with its obligations in crisis events.
  - Identify what financial resources are, or can be, utilized in the response of the Gallipoli Barracks Community Centre to crisis events.
  - Identify what plans, procedures and policies are already in place in the Gallipoli Barracks Community Centre (eg fire evacuation plans, the appointment of fire wardens and fire drills) to enable it to respond to crisis events.
  - Identify what policies, procedures or training is necessary to ensure that everyone within the Gallipoli Barracks Community Centre responds as required.
  - Consult with emergency response agencies.
- Report to the Committee on all of the above, including making recommendations on what steps the Gallipoli Barracks Community Centre should put in place to enable it to respond to crisis events.

## **AUTHORISATION**

<Signature of Committee Secretary>

<Date of approval by the Committee>

Gallipoli Barracks Community Centre