

Purpose and Scope

Emergency and disaster management planning is preparing for events or incidents that stretch an organisation's ability to cope beyond normal day-to-day operational capacity.

This policy outlines how Cahoots will prepare for and respond to emergencies and disasters.

This policy applies to participants, staff and volunteers.

The Chief Executive Officer is responsible for implementation of this policy.

POLICY STATEMENT

Cahoots is committed to ensure the risks to the health, safety and wellbeing of participants, staff and volunteers that may arise in an emergency or disaster are considered and mitigated.

Though emergencies and disasters may be infrequent, ensuring Cahoots is prepared and able to respond effectively, minimising the risk to life and property, and to continuity of supports is a priority.

Cahoots will endeavour to swiftly and effectively respond to emergencies and disasters by ensuring an Emergency and Disaster Management Plan is implemented, communicated to participants, staff and volunteers, periodically tested and reviewed.

The Emergency and Disaster Management Plan will explain and guide how Cahoots respond to, and oversee the response to, an emergency or disaster.

The Board will ensure the Chief Executive Officer has allocated sufficient resources to support the organisation's Emergency and Disaster Management Plan.

Continuous improvement

The Emergency and Disaster Management Plan will be actively tested throughout the year by an annual schedule of various drills prepared by the Quality and Safeguarding Lead and approved by the Chief Executive Officer.

Drills performed will be recorded in the Emergency Drills Register.

The outcomes of drills together with evidence in the Complaints and Feedback Register, and Incident Register will be reported to Cahoots Management and will be used as part of our continuous quality improvement that informs changes to the Plan, drills, contingencies, and Cahoots staff and volunteer induction and training.

The Chief Executive Officer will table periodical reports of the outcome of drills to the Quality, Risk, Audit and Quality Sub-Committee.

Communication

Awareness and understanding of the Emergency and Disaster Management Plan will be communicated in an appropriate way to:

- Participants and their support networks through Cahoots e-newsletter, website, intake process, easy to read flyers and accessible on request.
- Staff and volunteers through inductions, professional development and staff meetings.

Review

This policy will be reviewed every two years in consultation with participants and their support networks together with staff and volunteers.

This policy is not intended to be a static document and Cahoots commits to its ongoing development as part of continuous quality improvement, and as policy and legislation changes dictate.

Reference and Related Documents

- Department of Health Australian Government
- National Disability Act 2006
- NDIS Practice Standards and Quality Indicators; Core Module Two
- Cahoots Emergency and Disaster Management Plan
- Cahoots Complaints and Feedback Policy and Procedure
- Cahoots Crisis Response Policy
- Cahoots Health and Infection Control Policy and Procedure
- Cahoots Camp and Program Staffing Policy
- Cahoots Occupational Health and Safety Policy
- Cahoots Covid 19 Response Plan
- Cahoots Incident Management Policy and Procedure
- Cahoots Site Assessment Procedure and Checklist

Versions

No.	Approval Date	Description of Amendment
1.0	29 May 2023	Policy created
2.0	Pending	May 2025 policy review pending PKG transition

Owner	Approver	Next Review
CEO	Board	May 2025 (Pending PKG)