



## Crisis Management Policy

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Version	1	Approved By	Board
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### Purpose

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

### Scope

This policy applies to all personnel.

This policy will be readily accessible by all staff via the People & Policy App on Salesforce.

This policy will be published on the St Kilda Mums website.

### Definitions

**The organisation, St Kilda Mums, we, us, our – St Kilda Mums Inc., also trading as Eureka Mums and Geelong Mums**

**Personnel** – staff and volunteers of St Kilda Mums, whether paid or not.

### Policy

The Board must annually review the Crisis Management Plan considering the following items:

- Identify threats and potential crisis events.
  - Such events could include anything which threatens the organisation in the following ways - health and wellbeing of the staff and volunteers, assets, reputation, effective functioning of the administrative systems, or the services provided.
- 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:
    - the role of the Board – 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 organisation to respond urgently. This could take the form of the establishment of a dedicated committee, or the delegation of particular functions to the CEO or other senior management.

- Identify all of the relevant internal and external stakeholders.
  - For example: staff, volunteers, partners, 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 organisation to communicate with them in crisis events.
- Identify whether there are any functions which the organisation 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 organisation's Occupational Health and Safety Plan, and its legal obligations in respect of occupational health and safety, and evaluate the ability to comply with its obligations in crisis events.
- Identify what financial resources are, or can be, utilized in the response of the organisation to crisis events.
- Identify what plans, procedures and policies are already in place in the organisation(eg Emergency Action Plans) to enable it to respond to crisis events.
- Identify what policies, procedures or training is necessary to ensure that everyone within The organisation responds as required.
- Consult with emergency response agencies, if applicable.

## Reference Documents

- a. Occupational Health and Safety Plan
- b. Crisis Management Plan
- c. Emergency Action Plans