

## Disaster and Emergencies Policy

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Person/Body Responsible	CEO
Approved By	MHF Board
Signature	Date

### Purpose

This policy will provide guidance for establishing appropriate plans and procedures for the management of a variety of emergency and disaster situations at all MHF locations.

The objectives of the MHF *Emergency and Disaster Action Plan* are to anticipate possible emergencies and provide an effective and efficient response, including the provision of all relevant information to emergency services.

### Definitions

**Emergency** – localised situation requiring immediate response to contain or manage injuries or the risk of harm to persons or severe damage or loss of property.

**Disaster** – Major events resulting in severe widespread injury or property damage across a geographical area.

### Policy

All MHF sites must have an evacuation plan. Evacuation plans showing a site plan featuring fire extinguisher, exit points, and external assembly areas should be prominently displayed in the work area, and contain an emergency contact list.

Site inspection must be conducted annually, and appropriate records of such maintained.

All MHF staff are responsible for participating in evacuation drills. Where MHF shares tenancy and building safety is coordinated by the property manager, MHF will identify and maintain Fire Wardens and participate in coordinated safety procedures.

The Board is responsible for reviewing any emergency situation that has occurred and mitigate any further risks.

The Chief Executive Officer (CEO) is responsible for ensuring operational plans are in place for a variety of emergency situations including:

- Fire
- Medical Emergencies
- Power Failure
- Natural Disasters
- Gas Leaks
- Bomb Threats.

Managers are responsible for ensuring that all staff and participants are familiar with the emergency operational plans, and that emergency equipment such as first aid kits and fire extinguishers are maintained and available for emergency response.

Emergency evacuation plans and emergency operational plans should be reviewed annually and where necessary revised. It is essential that these reviews occur:

- When there are changes to the workplace such as re-locations or refurbishments
- When new activities have been introduced
- After the plan has been tested.

This policy, the *Emergency Operational Plans*, and the *Emergency Action Plans* are an extension of the MHF *Work Health and Safety Policy* and should be considered as part of the *Work Health and Safety Management System*.

## References

ACT Emergency Services Agency website

Lords City of Subiaco  
ACT Government

*Emergency Disaster Manual and Evacuation Procedures 2010.*  
Work Health and Safety Act 2011

Distribution and location list	
Electronic	SharePoint.../Admin /Admin /Library and reference material /Policies and Procedures/ Risk Management.

Document History				
Author	Version	Amendment	Owner	Date of Effect
Policy Manager	1.0	Document Created	MHF Board	19/3/2013
Registered Nurse	2.0	Updated terminology Grammatical corrections References	MHF Board	
CEO	3.0	Review to align with Governance Manual	Board	1/2024