



POLICY STANDARD 12

RISK MANAGEMENT

POLICY:

The purpose of this policy is to ensure that Pablos Art Studios prepares for and effectively responds to an emergency or disaster situation through the appropriate use of resources. The prevention and effective management of disaster and emergency situations can assist to minimize the negative impact of an unexpected event.

This policy applies to all staff, volunteers, artists, committee members and visitors to the site

DEFINITIONS:

An emergency is an unplanned or imminent event that affects or threatens the health, safety or welfare of people, property and infrastructure, and which requires a significant and coordinated response. The defining characteristic of an emergency event or situation is that usual resources are overwhelmed or have the potential to be overwhelmed.

Emergencies may be a specific event with a clear beginning, end and recovery process, or a situation that develops over time and where the implications are gradual rather than immediate.

Disaster is a condition or situation of significant destruction, disruption and/or distress to a community.

Emergency management is the coordination of an emergency response and management of recovery. The aim of emergency management is to minimise physical and psychological impacts on all parties and to minimise damage to assets, operations, reputation and staff productivity.

PRINCIPLES:

Pablos Art Studios is committed to the protection of artists, staff and volunteers during disasters and emergencies. Pablos Art Studios swiftly and effectively responds to disaster and emergency situations, with the foremost goal of preserving life, protecting the organization's property, and restoring operations as quickly as possible.

FUNCTIONS AND DELEGATIONS:

Position	Delegation/Task
Committee	Endorse Disaster and Emergency Management Policy. Compliance with Disaster and Emergency Management Policy.
Management	Compliance with Disaster and Emergency Management Policy. <u>Director</u> Ensures development and implementation of Disaster and Emergency Management Policy. Ensures potential disaster and emergency situations are identified, and appropriate emergency management plans are in place. <u>Administrator</u> Lead responsibility for implementation of disaster and emergency management procedures, including identification of potential situations, developing, documenting and communicating response plans, reporting on actual situations, and reviewing policy and procedures following a disaster or emergency situation. Coordinate staff training in disaster and emergency management, such as fire response, building evacuation, etc.
Staff	Compliance with Disaster and Emergency Management Policy. Contribute to the development of Disaster and Emergency Management Policy.

POLICY IMPLEMENTATION:

Pablos Art Studios identifies, prevents and manages disaster and emergency situations within its sphere of responsibility and influence, until the arrival of the appropriate emergency services.

The Emergency Procedures Checklist supports the organisation to prepare for potential disaster and emergency situations, and is reviewed on an annual basis. Disaster and emergency management plans are reviewed on an annual basis and/or following the event of a disaster or emergency situation

All staff have access to and are familiar with the policies and procedures relating to disaster emergency management. All staff and volunteers are trained in disaster and emergency response procedures at induction.

An evacuation plan is displayed in prominent places throughout the organization and all natural and technological hazards are clearly marked.

All staff, artists and volunteers familiarise themselves with emergency evacuation procedures, including their responsibilities and the emergency evacuation assembly point.

All fire safety activities undertaken by the organisation are recorded and reviewed to identify gaps in training, knowledge, equipment or processes. Fire activities include, but are not limited to, fire safety training, drills and exercises, records of maintenance and inventories of equipment kept. Fire exits are clearly marked and fire extinguishers kept up date and in working order. Fire drills are performed and fire equipment is regularly checked by professional outside of the organization.

Emergency equipment and supplies for 3 days are available. (Personal medication is the responsibility of the artist at all times). In the event of a major disaster Pablos will desist all operations until business continuity is able to be resumed.

RESPONSE:

When a disaster or emergency situation arises, the primary aim of the response is to ensure the safety of all people on the premises, preserve life and protect property.

Procedures for responding to emergencies are outlined in the Emergency Procedures Checklist.

Where evacuation is warranted, refer to guidelines outlined in Emergency Procedures Checklist.

OUTCOME:

Emergency situations are prevented as far as practical.

The negative impact of emergency and disaster situations is minimized through effective management.

SUPPORTING DOCUMENTS:

- ◆ Pablos Evacuation Plan
- ◆ Fire Drill Plan
- ◆ Check list for Civil Defence, emergency food and first aid supplies
- ◆ Fire exit location identifier