# Emergency and Disaster Management Policy Template

**Purpose:**
To ensure the organisation effectively prepares for, responds to, and recovers from emergencies and disasters, thereby protecting the health, safety, and wellbeing of residents, staff, and visitors in accordance with the Aged Care Quality Standards and statutory obligations.

**Scope:**
Applies to all staff, contractors, volunteers, residents, and visitors across all areas of the organisation, including clinical, operational, and administrative environments.

**Policy Statement:**
The organisation will:

- Develop, maintain, and regularly test an Emergency and Disaster Management Plan (EDMP).
- Identify potential emergencies, develop response procedures, and allocate roles and responsibilities.
- Equip staff with the knowledge and resources to manage emergencies and minimise harm.
- Ensure effective communication, coordination, and recovery arrangements following any event.

**Legislative Context:**

- Aged Care Act 1997 (Cth)
- Aged Care Quality Standards (Standard 2 – The Organisation; Outcome 2.10 – Emergency and Disaster Management)
- Work Health and Safety Act 2011 (Cth)
- Quality of Care Principles 2014
- State/Territory Emergency Management Acts and Regulations
- Public Health Acts (where applicable)

**Definitions:**

- **Emergency:** A serious, unexpected situation requiring immediate action (e.g. fire, medical crisis, flood).
- **Disaster:** A significant event causing widespread disruption (e.g. pandemic, bushfire, prolonged power loss).
- **EDMP:** A structured plan outlining prevention, preparedness, response, and recovery mechanisms.

**Key Principles:**

1. Prevention through hazard identification and risk reduction planning.
2. Preparedness through training, drills, and resource allocation.
3. Response guided by structured communication and staff roles.
4. Recovery focused on restoring safe operations and providing emotional support.
5. Continuous improvement based on post-incident debrief and review findings.

**Responsibilities:**

- **Approved Provider / Board:** Endorse and review EDMP annually, ensure adequate resources and training.
- **Facility Manager:** Implement and monitor emergency preparedness, ensure regular testing and documentation.
- **Emergency Control Organisation (ECO):** Direct site-specific responses, lead evacuations, and maintain communication.
- **All Staff:** Participate in emergency training, follow procedures, and report hazards promptly.
- **Residents and Visitors:** Follow emergency directions for safety and evacuation.

**Procedures:**

1. Conduct annual emergency and disaster risk assessments and update EDMP accordingly.
2. Develop and maintain contact lists for emergency services and critical suppliers.

3. Install and test alarms, communication systems, and emergency equipment routinely.
4. Train all staff during induction and annually in emergency response, evacuation, and first aid.
5. Run evacuation and emergency drills at least twice annually and record outcomes.
6. Ensure clear signage and accessibility of emergency exits and assembly points.
7. Notify authorities (fire, police, health) as per legal requirements during an event.
8. After any emergency, complete an incident report, review response effectiveness, and initiate recovery actions.

**Types of Emergencies Covered:**

- Fire
- Medical emergencies
- Infectious disease outbreaks (e.g. COVID-19)
- Chemical spills
- Power or water supply failure
- Flood, storm, or heatwave
- Security incidents or intruder threats

**Communication and Coordination:**

- Maintain up-to-date emergency communication procedures (internal and external).
- Establish channels for resident and family communication post-incident.
- Liaise with emergency services, health authorities, and local councils as required.

**Monitoring and Review:**

- Quarterly review of drills, training, and equipment readiness.
- Annual review and update of the EDMP by the Facility Manager and the Quality & Compliance Team.

- Post-incident debriefs to identify lessons learned and process improvements.

**Associated Policies:**

- Risk Management Policy
- Incident Management and Reporting Policy
- Work Health and Safety Policy
- Infection Prevention and Control Policy
- Business Continuity Policy

**Evidence and Records:**

- Emergency and disaster management plan
- Staff training and drill attendance logs
- Equipment test records (alarms, extinguishers, lighting)
- Incident and debrief reports
- Communication logs and authority notifications

**Policy Control:**

| Version | Effective Date | Review Date | Policy Owner | Approved By | Status |
|---------|----------------|-------------|--------------|-------------|--------|
| 1.0 | 20 January 2026 | 20 January 2027 | Quality & Compliance Manager | Approved Provider Board | Draft |

**Compliance Summary:**

| Entity Type | Entity Name | Completion Rate | Status |
|-------------|-------------|-----------------|--------|
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| Policy | Emergency and Disaster Management Policy | 100% | FULLY COMPLIANT (100%) |