

EMERGENCY MANAGEMENT POLICY

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Drafted by	Michelle Forbes	Approved by Board on	11/7/16
Responsible person	Michelle Forbes	Scheduled review date	TBC (within 3 years)

INTRODUCTION

Disasters, emergencies and other traumatic incidents can diminish the ability of the TYO to achieve its purposes. Good planning is essential to assisting the TYO to respond and recover from such events.

PURPOSE

This policy has been designed to enable the effective management of any emergency situation to ensure the safety of attendees at Tasmanian Youth Orchestra activities. It is a requirement that these procedures are actively supported and adopted by all the TYO staff, Board of Management, participants, parents, stakeholders, and their guests.

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

DEFINITIONS

- “Staff” refers to all TYO personnel, including but not limited to office staff, conductors, tutors and volunteers.
- “Parents” also refers to child guardians.
- “Participants” refers to all performers enrolled in any TYO program.

POLICY

- 1.1 The General Manager is responsible for regularly identifying threats and potential crisis events, in accordance with the TYO Risk Management Policy, for all circumstances when the TYO is responsible for the safety of participants, parents and/or staff.
- 1.2 The General Manager is responsible for disseminating relevant documents, procedures, training and information to Wardens, Volunteers and participants.
- 1.3 The TYO Board is responsible for reviewing the composition and effectiveness of TYO risk assessments and emergency management plans.
- 1.4 The TYO will identify, prevent and manage disaster and emergency situations within its sphere of responsibility and influence, until the arrival of appropriate emergency services. A range of emergency situations may occur on the premises with the potential to impact on the safety of staff, Board members, volunteers, students, visitors and consumers, including:
 - a. Fire
 - b. gas or water leak
 - c. vehicle and other accidents
 - d. chemical, radiation or biological spill
 - e. bushfire
 - f. storm
 - g. earthquake
 - h. bomb threat
 - i. civil disorder or illegal occupancy
 - j. hostage or terrorist situation
 - k. death
 - l. robbery
 - m. physical (including sexual) assaults.

- 1.5 The General Manager is responsible for appointing Emergency Control Team members, and for providing training to ensure they are able to respond to emergency situations.
- 1.6 The General Manager is responsible for managing an emergency situation and the Emergency Control Team.
- 1.7 The General Manager will identify existing venue emergency management plans and communicate with the Emergency Control Team.
- 1.8 The General Manager will identify any critical functions and what mechanisms could be put in place to continue or replace those functions in the event of an emergency situation.
- 1.9 The General Manager will identify the forms of communication available to stakeholders and evaluate the ability of the TYO to communicate with them in an emergency situation.
- 1.10 At the start of each year, or the closest practicable date, the rehearsal venue evacuation procedure will be explained to each participant and practiced as an evacuation drill to ensure it can be carried out effectively.
- 1.11 Emergency Management Plans will be reviewed every three years and/or following an emergency or crisis.
- 1.12 Any changes in the procedure will be clearly communicated to staff and participants, and an additional evacuation drill will be conducted if necessary.