



Contingency and Emergency Planning Policy and Procedure

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Responsible Officer	CEO

1. Purpose

To ensure that IKON Institute of Australia has appropriate plans in place in case of emergency or disaster in order to safeguard the health and well-being of individuals and the viability of the Institute.

2. Scope

The scope of this policy covers all types of emergency which have the capacity to jeopardise the safety of persons on or near any premises in which the IKON Institute of Australia operates, result in significant damage to property or equipment contained on those premises or significantly disrupt or damage the Institute's operations.

3. Principles

The IKON Institute of Australia is committed to maintaining the health and well being of its staff and students. The policy is based on the following principles:

- The health and wellbeing of students and staff are paramount.
- Normal risks will be minimised by sound maintenance, prudent management and governance oversight. The Board of Governors has responsibility for risk management within the Institute.
- The Institute is appropriately insured to cover damage, liability and consequential loss and will comply with all relevant legislation including Occupational Health and Safety.
- In event of emergency, all staff and students will follow directions given by authorised members of the police or emergency services and by the CEO.

4. Types of Emergency

This policy is concerned with a number of types of emergency, which include but may not be limited to:

Natural disasters:

Earthquake, Flooding, Bushfire, Hail storm, High winds, Insects, Landslide, Heatwave, Uncontrolled animals, Contagious disease

Civil Disorders:

Arson, Demonstration, Criminal Assault, Bomb threat, Explosives, Hostage, Vandalism, Sniper, Suicide

Structural:

Building collapse, Building fire, Explosion, Elevator emergency

Utility:

Loss of Communication, Loss of gas supply, Loss of electrical supply, Loss of water, Major computer systems failure, Natural gas leak, Water contamination

Transportation:

Aircraft crash, Bus crash, Multi vehicle crash

Chemical:

Chemical spill, Food contamination, Poison, Radiation release, Toxic material.

5. Procedures

5.1 Standard response procedures

Standard response procedures have three components:

Assessment. The first person on the scene should assess the nature of the emergency situation and contain the situation where possible.

Notification. The first person on the scene should notify the most senior IKON Institute of Australia staff member present who will inform the CEO as soon as possible. IKON Institute of Australia staff will notify the emergency services as necessary.

Response. The most senior member of IKON Institute of Australia staff present at the time will take charge of the situation and immediately notify the CEO. The CEO will form an Emergency Response Team, which will mobilise resources and determine the most appropriate response strategies.

The response in specific circumstances will be informed by up-to-date advice from the police and the State Emergency Services.

5.2 Preventive measures

Staff will be appropriately trained and updated at least annually on emergency procedures.

The Student Handbook will contain appropriate notices about emergency procedures.

Signage will be used to identify exits and emergency procedures in each teaching location.

5.3 Disaster recovery procedures

After the Emergency Response Team has ensured the safety of persons and/or buildings affected by the immediate situation, normal management procedures and lines of authority will apply.

Heads of Discipline will advise the CEO on the extent of disruption to academic programs.

The Administration Manager will advise the CEO on the extent of disruption to administrative functions.

The CEO will determine the appropriate course of action, and will provide a report on the Emergency Response and Disaster Recovery using the Critical Incident Form, to the next meeting of the Board of Governors.

6. Publication

This policy is to be published for students and IKON Institute of Australia staff in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON Institute of Australia staff have up to date and accurate information.

Related Forms/Documents:

Nil

Related Policies:

Nil