



Emergency and Disaster Planning



"I understand what to do in the case of an emergency and how to stay in touch in the aftermath"

Motuka na'e navei

The navel is a supporting strap of a Tongan basket. If the original handle breaks off the navel will remain and save the basket's contents from falling away. This is a Tongan proverb that warns to always be prepared for disaster. (Natlib.govt.nz)

Intent

Planning for an emergency or disaster can save lives and prevent harm. It also helps to protect and preserve our services and assets through hardship and in the aftermath of a disaster.

Responsibilities

The board will:

- monitor compliance with this policy
- ensure adequate planning and resourcing for emergencies and disasters.

Management will:

- keep the board informed about resourcing, systemic risks and any other matters likely to be of concern to the board



- ensure safety and emergency systems are regularly tested and are compliant with regulations.

Kaimahi/Staff will:

- work with management to plan, prevent and minimise risks to their own and others' safety and wellbeing following a disaster or emergency
- participate in and provide feedback for improvement purposes on practice drills and safety incident de-briefings and investigations.

Responsibilities

Management will:

- lead the development and improvement of planning for emergencies and disasters
- ensure adequate planning and resourcing for emergencies and disasters
- ensure safety and emergency systems are operative and compliant with regulations.

Kaimahi/Staff will:

- work with management to plan, prevent and minimise risks to their own and others' safety and wellbeing following a disaster or emergency
- participate in and provide feedback for improvement purposes on practice drills and safety incident de-briefings and investigations.

Requirements

Plan for emergency response

We have a plan for responding to disasters such as an earthquake, fire, and flooding. The plan will be maintained and updated, through periodic review and testing.



Plan for aftermath and recovery (business continuity)

We have a plan for business continuity in the aftermath of a disaster or emergency.

After an event, all kaimahi must contact management as soon as possible to confirm they are safe and help arrange for service continuity.

Communicate

Evacuation and [emergency procedures](#) and emergency contact numbers will be displayed in prominent places where they can be easily seen by all on-site. Management will go through them with kaimahi on a regular basis.

When programmes/services are delivered off-site, kaimahi will familiarise themselves and those they are working with, with the site evacuation and emergency procedures.

Access to the plan

All kaimahi with responsibilities for business continuity will have access to our emergency response and business continuity plan, including a hard copy.

Training

Kaimahi will be adequately trained in emergency procedures and aftermath planning through:

- induction refresher courses for kaimahi
- doing and reviewing practice drills
- role-specific training for kaimahi allocated formal roles (e.g as first aid officer).

Our first aid officer(s) will attend first aid training and refresher courses.

Preparedness measures



Kaimahi will be allocated roles and responsibilities for the management of emergencies and disasters including as fire warden, first aid officer.

Contingency arrangements are in place for if management is not on-site or is not easily reachable when an emergency/disaster occurs.

Preparedness measures (eg emergency equipment and supplies) must meet regulatory requirements. They will be checked regularly as part of the worksite health and safety check.

Regular practice drills of emergency and evacuation procedures will be held, followed up by debriefing about what worked and didn't work so well. Recovery of information from backups of files will also be tested periodically.

Changes will be made to our emergency and recovery plans to address any problems and mitigate risks that are identified through the drills and tests and as circumstances change.

Recordkeeping

A record will be kept of evacuation/emergency drills:

- time and date of each evacuation drill
- kaimahi involvement and their designated roles
- debriefing and follow-up changes.

Security and emergency procedures

Kaimahi must familiarise themselves with our emergency and security procedures.

Panic Buttons

Tūtaki currently owns five panic alarm buttons. These are small, portable devices which when pushed activate a light and low-volume alarm in the Reception office. They are available for kaimahi to request assistance



quickly if a meeting with a rangatahi or other person becomes uncomfortable or dangerous.

Alarm and camera security

Tūtaki has an alarm system that is monitored by Aotea Security and twelve security cameras throughout the facility.

Compliance

Social Sector Accreditation Standards – Level 2, Health and Safety 4.0, 6.0

Social Sector Accreditation Standards – Level 4, Health and Safety 1.0; Level 3, 3.0

Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

NZS 8134.1.4.7 Safe and appropriate environment, Central emergency and security systems

Review

Date: April 2021

Next review: by March 2023