# Crisis response Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number | 15 | Version | 1 |
| Drafted by | President | Approved by Board on | 30/09/2015 |
| Responsible person | Chief Executive Officer | Scheduled review date | 30/06/2016 |

## Introduction

Unforeseen incidents may occur at short notice that must be dealt with urgently outside the standard policy framework. While precise procedures cannot be laid down, there is a need for a general policy to guide the organisational response to crisis.

## Purpose

The Crisis Response Policy is intended to facilitate the management of a crisis within Foster and Kinship Carers Association of Tasmania to minimise risks to people and property, to protect the reputation of Foster and Kinship Carers Association of Tasmania and to implement urgent recovery procedures.

## Policy

Management of the physical aspects of any crisis (fire, flood, etc.) will be handled according to plans drawn up under Foster and Kinship Carers Association of Tasmania Health and Safety procedures. The Crisis Response Policy Committee (see Crisis Response Procedures) shall address managerial, media, and budgeting issues.

## Authorisation

<Signature of Board Secretary>  
<Date of approval by the Board>  
<Name of Organisation>

# Crisis Response Procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Procedures number | 15 | Version | 1 |
| Drafted by | President | Approved by CEO on | 30/09/2015 |
| Responsible person | Chief Executive Officer | Scheduled review date | 30/06/2016 |

## Responsibilities

The Board is responsible for establishing a Crisis Response Committee with appropriate delegated powers.

The Crisis Response Committee is responsible for responding to the crisis.

## Procedures

1. The Board shall establish a Crisis Response Committee consisting of the Chair, the CEO, the Health and Safety Coordinator and the Communications Officer. All members of the Committee must be prepared to meet at short notice.
2. The Board shall delegate to the Crisis Response Committee the authority to take action to facilitate the management of the crisis if required urgently.
3. Members of the Crisis Response Committee shall maintain records of the contact details (phone, mobile phone, fax, and email) of all other members. On being informed of any crisis situation, the Crisis Response Committee shall arrange to meet, in person or electronically.
4. The Crisis Response Committee shall

* Ascertain the nature and extent of any damage to the organisation
* coordinate the organisation’s media response
* institute any urgent recovery procedures.

1. The Crisis Response Committee shall return to the standard policy and managerial framework at the first feasible opportunity.
2. The Crisis Response Committee shall call a Board meeting at the first feasible opportunity and report on any actions taken.

## Related Documents

* Workplace Occupational Health and Safety Policy
* Media Relations Policy

## Authorisation

<Signature of CEO>  
<Name of CEO>  
<Date>