

AD001 Contingency and Emergency Planning Policy and Procedure

Policy Number	AD001
Policy Established	1 July 2011
Current Status Version No.	2.0
Approved By	Board of Governors
Date of Approval	To be Approved
Previous Versions	15 April 2013 11 July 2011
Next Review Date	June 2018
Government Legislation	State Emergency Services Guidelines Emergencies Act 2004 Emergency Management Act 1999
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 wellbeing 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. Related Forms

Critical Incident Form

4. Related Policies

To be read in conjunction with the Glossary of Terms
HR005 Work Health and Safety Policy

5. Principles

5.1 Standard response procedures

Standard response procedures have three components:

1. Assessment- The first person on the scene should assess the nature of the emergency situation and contain the situation where possible.
2. Notification- The first person on the scene should notify the most senior Ikon employee present, who will inform the CEO as soon as possible. Ikon employee will notify the emergency services as necessary.
3. Response- The most senior Ikon employee 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 Preventative measures

- Staff will be appropriately trained and updated at least annually on emergency procedures.
- The Student Orientation 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.
- The Heads of Faculty will advise the CEO on the extent of disruption to academic programs
- The Administration Manager will advise the CEO of 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

- 6.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website www.lkoninstitute.edu.au to ensure that all have access to up to date and accurate information.