



EMERGENCY AND DISASTER MANAGEMENT POLICY AND PROCEDURE

PURPOSE

Rainbow Club Australia recognises that preparedness for disasters and emergencies is vital to ensure staff and members' safety and continuity of social swimming lesson.

Rainbow Club Australia acknowledges the importance of implementing an *Emergency and Disaster Plan* as part of the risk management system.

Emergency and disaster management includes planning that ensures that the risks to the health, safety and wellbeing of members that may arise in an emergency or disaster are considered and mitigated and ensures the continuity of social swimming lessons in an emergency or disaster.

Rainbow Club Australia will endeavour to provide an adequate level of social swimming lesson to our clients and members during and after all types of emergency or disaster events.

SCOPE

This policy applies to:

- All Rainbow Club Australia staff, including permanent or casual employees, contractors, consultants, and people otherwise engaged by Rainbow Club Australia (e.g., volunteers).
- All members receiving social swimming lessons, including their families and support network.

DEFINITIONS

Term	Definition
Business Continuity	The organisation's ability to continue providing social swimming lessons and operations during and after a disruptive event.
Disaster	A sudden accident or a natural catastrophe that causes great damage or loss of life.
Emergency	A serious, unexpected, and often dangerous situation requiring immediate action.
Emergency Preparedness	Proactive planning, training, and resource allocation to ensure an organisation is ready to respond effectively to various emergency scenarios.



Emergency Response	The coordinated actions and measures taken by the organisation to address an emergency situation and minimize its impact.
Recovery	The process of restoring normal operations and social swimming lessons after an emergency or disaster, including physical, psychological, and operational recovery efforts.
Risk Assessment	The evaluation of potential threats and vulnerabilities to identify and prioritize risks, guiding the allocation of resources for preparedness and mitigation.

POLICY

Rainbow Club Australia has developed an *Emergency and Disaster Management Plan* which explains and guides how Rainbow Club Australia will respond to and oversee the response to an emergency or disaster.

Rainbow Club Australia is committed to ensuring:

- The implementation of clear and effective emergency and disaster management procedures.
- Measures are in place to enable continuity of social swimming lessons before, during and after an emergency or disaster. The measures include planning for each of the following:
 - preparing for and responding to the emergency or disaster;
 - making changes to member social swimming lessons;
 - adapting and rapidly responding to changes to member social swimming lessons and other interruptions;
 - communicating changes to member social swimming lessons to staff and members and their support networks.
- The *Emergency and Disaster Management Plan* is developed and reviewed regularly in consultation with members and their support networks.
- Mechanisms are in place to actively test the plans and adjust them in the context of a particular kind of emergency or disaster.
- The *Emergency and Disaster Management Plan* has periodic review points to enable Rainbow Club Australia to respond to the changing nature of an emergency or disaster.
- Management communicates the plans to staff, members and their support networks.
- Each staff member is trained in the implementation of the *Emergency and Disaster Management Plan*.
- All members are informed of the *Emergency and Disaster Management Plan* to assist them in preparing for an emergency or disaster, building their resilience, and maintaining their confidence in our organisation.

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Rainbow Club Australia acknowledges that we may not provide the same social swimming lesson level to our members during or immediately after an emergency or disaster situation. For these reasons, all members must be supported by Rainbow Club Australia to prepare for changes due to a disaster or an emergency.

Rainbow Club Australia is committed to complying with all laws, guidelines, policies and mandatory standards relating to emergency management that apply to any premises where we operate.

During a disaster, staff must adhere to this policy, the *Emergency and Disaster Management Plan* and also work within any additional guidelines and instructions provided to our organisation by state and federal government authorities.

PROCEDURE

The following procedures support the implementation of an effective disaster and emergency management system that ensures that the risks to the health, safety and wellbeing of members that may arise in an emergency or disaster are considered and mitigated and ensures the continuity of social swimming lessons following an emergency or disaster. Where a facility has an already established policy or procedure, Rainbow Club Australia will follow these requirements in conjunction with our internal policy and procedures.

RESPONSIBILITIES

During any type of disaster or emergency, Rainbow Club Australia will undertake the following actions:

- Comply with all relevant government guidelines and instructions.
- Try to keep key staff members assigned to the same members.
- Strive to maintain continuity of support for all members.
- Stay informed about government directives and act accordingly.
- Identify members and their support networks whose social swimming lessons may be impacted by the situation.
- Implement this policy in conjunction with the *Risk Management Policy and Procedure, Information Management Policy and Procedure, and Human Resource Management Policy and Procedure.*
- Try to continue providing members with the same staff members if possible.
- If a staff member is affected by an emergency or disaster, replace them with experienced staff who can provide appropriate social swimming lessons to the member.



The CEO or their delegate is responsible for:

- Keeping staff, members, and other relevant parties informed about the organisation's response, both verbally and in writing.
- Informing members of the current situation and how it may affect their social swimming lessons.
- Informing members of any social swimming lesson changes and the reasons for them.
- Notifying other organisations that work with Rainbow Club Australia of our emergency and disaster procedures.
- Providing all staff with information about any necessary actions through email, online messaging, virtual meetings, or other methods.
- Overseeing communications with staff regarding an emergency or disaster event.
- Scheduling and conducting emergency drills at least annually.

Staff must:

- Attend all emergency drills as scheduled and share learning opportunities after each drill.
- Prepare to assist members in coping with an emergency or disaster event.
- Adhere to this policy and the *Disaster and Emergency Management Plan*.
- Follow any guidelines and instructions provided by our organisation and Federal and/or State or Territory authorities.

OPERATIONAL READINESS

Rainbow Club Australia has developed the *Emergency and Disaster Management Plan* in consultation with the members and their support networks.

Rainbow Club Australia will communicate the *Emergency and Disaster Management Plan* to all staff, member and relevant stakeholders.

The CEO or their delegate is responsible for establishing and maintaining proper operational readiness measures, including but not limited to:

- Implementing and testing evacuation procedures.
- Training staff members on emergency procedures.
- Conducting refreshing training to staff members at least annually.
- Testing the *Emergency and Disaster Management Plan*.
- Consulting with members and their support networks about the *Emergency and Disaster Management Plan* and its review.



The CEO or their delegate regularly assess staff readiness for emergency and disaster situations by testing and updating the *Emergency and Disaster Management Plan* on an annual basis.

One or two scenarios from the *Emergency and Disaster Management Plan* are selected to be tested, based on their level of risk, and conduct either an actual drill or a desktop simulation. The results and any social swimming lessons learned are documented in the *Emergency and Disaster Drill Report Form*.

As a result of the drill and any changes in emergency or disaster risk, the CEO or their delegate reviews the outcome and updates relevant documents such as the *Emergency and Disaster Management Plan* in consultation with our staff, members and their support networks. If the *Emergency and Disaster Management Plan* is amended, the CEO will update the revision number and date and communicate the changes to our staff, members and their support networks.

Training records on the *Emergency and Disaster Management Plan* are kept in the *Staff Induction Checklist*, *Staff Training Plan* and on the staff member's file.

RISK MANAGEMENT

During the intake and assessment stage, staff will screen members to identify their particular needs or requirements and any potential risks to their safety in the event of a disaster or emergency. This will be included in the *Member Assessment and Lesson plan*.

The *Emergency and Disaster Management List* will be kept up to date and maintained by the CEO or their delegate to include the list of all members with particular needs or requirements to ensure appropriate assistance before, during and after an emergency or disaster event. The list includes members who:

- have a medical condition or disability which requires a medical management plan
- are recovering from an accident or illness
- have a vision, hearing or ambulatory impairment
- have an intellectual disability
- use a wheelchair or scooter
- are non-English speakers.

Staff will actively work to improve the safety of our members in emergencies by encouraging and supporting them to undertake personal emergency planning.



The CEO or their delegate will conduct risk assessment regularly to identify potential risks to the business, staff and members in the event of a disaster or emergency. They will follow the *Risk Management Policy and Procedure* for this purpose.

CONTINUITY OF SOCIAL SWIMMING LESSONS

If changes to the social swimming lessons or delivery social swimming lessons are required, the Senior Management Team will communicate with the member and their support network.

DISASTER AND EMERGENCY PLAN

The *Emergency and Disaster Management Plan* has been developed by the Governing Body and will be tested by the CEO or their delegate. The *Emergency and Disaster Management Plan* includes the following:

- Emergency contacts
- Emergency procedures
- Emergency drills
- Emergency kit
- Emergency team roles and responsibilities
- Evacuations plans
- Business impact assessment
- Business continuity plan
- Recovery plan.

The *Emergency and Disaster Management Plan* will be implemented in the event of an emergency or disaster. Staff must also comply with the directions from the emergency team.

The CEO or their delegate will consult key management and lead teachers about their roles in the *Emergency and Disaster Management Plan*.

The CEO or their delegate will review the measures taken to preserve business continuity during each drill or a real disaster or emergency event and make appropriate improvements to the *Emergency and Disaster Management Plan*.

The CEO or their delegate will revisit and retest the *Emergency and Disaster Management Plan* periodically, particularly when new social swimming lessons are introduced, and to include learnings from previous drills. The plan will be reviewed at least once per year to ensure it remains current.

RELATED DOCUMENTS

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- Emergency and Disaster Management Plan
- Emergency and Disaster Management List
- Emergency and Disaster Drill Report
- COVID-19 Management Plan
- Risk Register
- Social swimming lesson Agreement
- Member Assessment and Lesson plan

REFERENCES

- National Disability Insurance Scheme Act 2013 (Cth)
- NDIS Practice Standards and Quality Indicators – November 2021
- Privacy Act 1988 (Cth)
- Disability Social swimming lessons Act 1986 (Cth)