

Business Continuity and Disaster Preparedness Policy

1. Purpose

The purpose of this policy is to guide business continuity and planning for disasters, so that The Junction assesses and responds to risks associated with disasters in a way that minimises disruption to business activities and service delivery to members.

Planning for possible disasters may also assist in reducing losses and incurred costs, protecting the safety of our employees, members, volunteers, and visitors, and will facilitate the recovery process for the organisation and individuals involved. This policy forms part of our overall risk management process and follows the same principles.

Related documents	
Related policies and procedures, how-to task lists, forms, registers, or other organisational documents of The Junction	<ul style="list-style-type: none"> Disaster Preparedness Plan Risk Assessment Form Risk Register
Other standards	<ul style="list-style-type: none"> National Mental Health Standards Human Services Quality Standards NDIS Practice Standards QLD Human Rights Charter
Legislation or other requirements	<ul style="list-style-type: none"> Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Human Rights Act 2019 (QLD)

2. Scope

The policy applies to all employees, members, contractors, volunteers, and visitors involved in the operations of The Junction Clubhouse Cairns Ltd.

3. Policy Statement

The Junction is committed to planning for the possibility of disasters, acting where possible to minimise the disruption to our services and impacts on our employees, members, volunteers, and visitors. Within the limits of our resources, we will work with other agencies and organisations to facilitate community responses and recovery and take what opportunities we can to inform and assist members to prepare for disasters.

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4. Procedures

4.1 Business Continuity and Disaster Preparedness Plan

A *Business Continuity and Disaster Preparedness Plan* ("The Plan") is maintained for The Junction, which lists potential risks and impacts for various types of disasters and any actions we take to prepare for, or minimise, those impacts. The Plan also details procedures to be followed in the event of a disaster to protect our assets and the safety of employees, members, contractors, volunteers, and visitors. Also included are procedures regarding our contact and dealings with members, and processes to restore services as quickly as possible following a disaster.

The Plan includes the following information:

- Identifying the most likely disaster events
- Strategies to prepare for or minimise impacts to The Junction and its assets
- Arrangements relating to employee numbers needed at any given time
- Strategies to support or minimise impacts to members
- Practical records such as emergency and essential services contact details, and a disaster event log to record actions taken
- A "go-pack" containing essential information, equipment and emergency supplies that can be readily accessed and taken to another location in an emergency to allow for some level of continued operation
- Arrangements with other agencies which may allow The Junction to continue to operate or resume operations quickly after a disaster. This may include reciprocal agreement/s to access local community halls, shared office spaces, etc.

4.2 Implementing the Plan

The Junction will implement the plan and provide training to all employees, members, contractors, volunteers, and visitors involved in the daily operations of the organisation.

4.3 Reviewing the Plan

Reviews of the *Business Continuity and Disaster Preparedness Plan* occur annually by the Director and the Senior Recovery Facilitator as part of the planning cycle and risk management process. The plan is also reviewed following any disaster occurrences, to assess the effectiveness of procedures and identify any additional actions or requirements.

The Junction Clubhouse Cairns Ltd (The Junction) – Business Continuity and Disaster Preparedness Policy		
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