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| Area:          | Human Resources | Document No: | HUR05 |
| Date Approved: |                 | Review Date: |       |
| Authorised By: | Steven Phillips | Version No:  | 1     |

## PURPOSE & SCOPE

The purpose of this policy is to ensure that the Board of Management, staff members and volunteers are aware of their responsibilities to maximise the health, wellbeing and safety of every person who accesses Community Support Frankston's services in relation to disaster management at Community Support Frankston (CSF).

This includes:

- *Planning and preparedness activities*
- *Decision-making activities*
- *Detailing actions that may need to be taken on behalf of the organisation during a disaster or pandemic*
- *Outlining the strategies that CSF intends to take to prevent the transmission of infectious diseases as a result of a pandemic*
- *Controlling the transmission of infectious diseases when a case/s is identified*

For the purpose of this policy, the **definition** of an infectious disease mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi – diseases that can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be a pandemic.

For the purpose of this policy, the **definition** of a disaster is an event or situation that leads to either a cessation of CSF's Service/s and/or a complete site lockdown.

## POLICY

CSF, as community-based service, must give due regard to the range of possible disasters that could impact on the health and wellbeing of their clients, volunteers and staff, and have a Disaster Management/Pandemic Response Plan in place for the cessation and/or reduction of services during disasters or pandemics.

CSF's Disaster Management/Pandemic Response Plan must include arrangements for:

- Timely and appropriate communication with clients about changes to service provision
  - Transport to alternative locations to continue to provide the service (if available)
  - Contingency planning for clients to whom usual service provision arrangements cannot be delivered during disasters/pandemics
  - Annual review
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Also, from time to time, infectious diseases may develop into pandemics, and create increased risks for the community. These occasions require specific policies targeted at the particular disease in question and general efforts at preparedness. In this regard, CSF will:

1. As far as possible, protect its clients, its staff, its volunteers and the general public from infection or contagion by a pandemic.
2. Facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers and the general public.
3. Comply with all directions from authorised public health officers and recognised medical authorities in relation to a pandemic.

#### Related Documents & References

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| Forms/Legislation/ other operational documents | Community Support Frankston’s Disaster Management/Pandemic Response Plan<br>HUR05 – Pandemic Response Procedure<br>HUR06 - Social Distancing Policy |
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