

BIG BROTHERS BIG SISTERS OF NELSON

DISASTER MANAGEMENT POLICY

Policy	<p>Big Brothers Big Sisters of NELSON conforms to Local Authority Emergency and Civil Defence criteria in order to ensure that the needs of workers, volunteers and clients can be met in times of civil defence emergency.</p>
Coverage	<p>The types of disaster covered under this section includes (but is not limited to):</p> <ul style="list-style-type: none">• Earthquake or other seismic event• Flood• Cyclone
Monitoring	<p>Policies will be reviewed following mock or real disaster situation that requires the processes to be used.</p>
Compliance with Warden's Directions	<p>If workers are at the BBBSN premises when an emergency or disaster takes place they are to comply with the directions and instructions of the senior person in charge of the scene.</p>
Earthquake Procedures	<ul style="list-style-type: none">• Keep calm - don't panic.• If outside, stay away from the buildings and power lines.• If indoors - stay indoors.• Stay away from glass doors and windows, tall shelves, light fixtures and objects that might topple.• Take cover under a strong desk, counter, worktable or in a doorway or corner of the room. <p>Immediately After</p> <ul style="list-style-type: none">• Check yourself and the others for injuries.• Check for people who might be trapped.• Check for small fires and put them out.• Give first aid and/or get medical help.• Turn off the power and water at the mains.• Move to safe areas outside and away from buildings and hazards.
Cyclone Procedures	<ul style="list-style-type: none">• Follow the guidance/direction of Civil Defence Workers.• If there has been sufficient warning for you to travel home safely do so immediately – ensure that management is aware of your decision to leave the premises.• Stay indoors.• Stay away from glass doors and windows in the corner of the room furthest way from the outside wall.• If necessary take cover under a strong desk, counter, or worktable. <p>Immediately After</p> <ul style="list-style-type: none">• Check yourself and the others for injuries• Check for people who might be trapped.

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- Check for small fires and put them out.
 - Give first aid and/or get medical help.
 - Turn off the power and water at the mains.
 - Move to safe areas away from glass and other hazards.
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**Flood
Procedures**

- Follow the guidance/direction of Civil Defence Workers.
 - If there has been sufficient warning for you to travel home safely do so immediately – ensure that management is aware of your decision to leave the premises.
 - Move to higher ground if you can do so safely.
 - If the building is surrounded by water, stay within the premises.
 - If possible alert Civil Defence of the situation.
 - Do not venture into water unless you are certain of its depth.
 - Provide assistance to others if you can do so without endangering yourself.
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Date Implemented	Date of Last Change	Next Review Date	Policy approved at
May 2016	February 2013	May 2019	

Signed _____

Position _____

Date _____