



# Business Continuity Emergency Plan

*(Includes Go Pack list from Policy)*

Previously TBCC Emergency Business Continuity Plan

| Topic                                     | Actions  | Date | Sign |
|---|--|------|------|
| Immediate call 000                        | Providing it's safe to do so collect evacuation pack, keys, mobile phone, fire hat, whistle torch, first aid kit located in CEO office   |      |      |
| Evacuate building                         | Get sign in/out sheet to see who is in the building evacuate them by following evacuation plan located at access/egress of TBCC send everyone to the Rotunda park across the road providing it's safe to do so   |      |      |
| Building Facilities - Evacuation required | Notify Coorong District Council 1300 785 277   |      |      |
| Building uninhabitable                    | Coorong District Council 1300 785 277 owner  |      |      |
| Security                                  | Premier Security Gus 0412 698 049  |      |      |
| Personnel                                 | Chief Executive Officer and Board of Management  |      |      |
| Documents                                 | Murray Computers 1300 785 277  |      |      |
| Suppliers                                 | Accounts as per quick books register   |      |      |
| Equipment                                 | Asset register on hard drive<br><u>\\server\volunteer</u> -<br>non electrical asset register<br>TBCC Tag & Test asset register 16.01.2020  |      |      |
| Extremes in weather                       | Coorong District Council 1300 785 277  |      |      |
| Clients/Volunteers/ Participants          | Notify clients, volunteers, member via Telstra TMS text messaging<br><a href="https://tim.telstra.com/sei/login.do">https://tim.telstra.com/sei/login.do</a> user name <a href="mailto:co@tbcc.org.au">co@tbcc.org.au</a><br>password located in password document in the CEO file -<br><u>C:\Users\CEO-TBCC\Dropbox (Tailem Bend Community)\CEO\Co\TBCC</u> |      |      |
| Insurance/Banking                         | Local Community Insurance Services<br>Contact 1300 853 800 TBCC reference<br>Business Pack # 029980, Public & Products # 022738, Personal, Accident # 018526, Associations # 018524<br>Banks SA business banking online contact 1300 554 004   |      |      |
| Pandemic                                  | Tailem Bend Hospital :(08) 8572 5800   |      |      |
| Phone System                              | Telstra Business Centre 08 8532 3555   |      |      |
| Power Cut                                 | 13 12 61   |      |      |
| Public Relations                          | Coorong District Council 1300 785 277  |      |      |

# Emergency Response Checklist

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- If critical incident follow critical incident policy and report accordingly
- Identify Functions disrupted:
- Convene your Response / Recovery Management Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff, board members and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

**Log of decisions and actions made during an incident or disruption**

| Date | Time | Information / Decisions / Actions | Initials |
|------|------|-----------------------------------|----------|
|      |      |                                   |          |

GO PACK - Physical:

- Portable First Aid Kit located in coordinators office
- Mobile Phone (Emergencies only) coordinators office
- Business continuity plan
- List of staff with emergency contact details
- List of BOM with contact details
- Details of IT provider, Insurance, Bank Account
- Torch
- Fire warden hat
- whistle
- Stationery/ pens

GO PACK - Electronic (Access Names: CDO, Chair of BOM and Treasurer)

- Constitution
- AGM reports including audited statements
- Current Contracts
- Bank Account/s
- Insurance Policy
- Building site plan
- Coorong Council lease details

|   |  |   |
|---|--|---|
| <b>Date first formulated</b>                            | 17 August 2015   |   |
| <b>Dates approved by Board</b>                          | V1<br>V2<br>V3   | June 2016<br>March 2018<br>January 2020 |
| <b>Next Review Date</b>                                 | June 2021  |   |
| <b>Related Documents</b>                                | Business Continuity Policy<br>Information Sharing Guidelines<br>Critical Incident Policy<br>Accident and Investigation Policy  |   |
| <b>Legislation</b>                                      | (SA) Work Health and Safety Act, 2012<br><a href="https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx">https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx</a><br><br>(SA) Work Health and Safety Regulations, 2012<br><a href="https://www.legislation.sa.gov.au/lz/c/r/work%20health%20and%20safety%20regulations%202012/current/2012.268.un.pdf">https://www.legislation.sa.gov.au/lz/c/r/work%20health%20and%20safety%20regulations%202012/current/2012.268.un.pdf</a> |   |
| <b>Signed on behalf of TBCC Board of Management by:</b> |  |   |
| <b>Name:</b> Jack Hunt                                  |  |   |
| <b>Position held:</b> Chairperson                       |  | <b>Signature:</b>                       |
|   |  | Signed 28.01.2020                       |