



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 \\server\volunteer - non electrical asset register TBCC Tag & Test asset register 16.01.2022		
Extremes in weather	Coorong District Council 1300 785 277		
Clients/Volunteers/ Participants	Notify clients, volunteers, member via Telstra TIMS text messaging https://tim.telstra.com/sei/login.do user name co@tbcc.org.au password located in password document in the CEO file - <u>C:\Users\CEO-TBCC\Dropbox (Tailem Bend Community)\CEO\Co\TBCC</u>		
Insurance/Banking	Local Community Insurance Services Contact 1300 853 800 TBCC reference Business Pack # 029980, Public & Products # 022738, Personal, Accident # 018526, Associations # 018524 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: CEO, 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

Date first formulated	17 August 2015	
Dates approved by Board	V1, V2, V3, V4	June 2016, March 2018, January 2020 August 2022
Next Review Date	June 2024	
Related Documents	Business Continuity Policy Information Sharing Guidelines Critical Incident Policy Accident and Investigation Policy	
Standards	Legal Services Commission National Employment Standards Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people	
Legislation	Public Interest Disclosure Act 2018 (SA) Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children’s Protection Act 1993 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009 Federal Law Fair work Act 1994 State Law	
Signed on behalf of TBCC Board of Management by:		
Name: Jack Hunt		
Position held: Chairperson		 Signature: Signed 3.8.2022