



## CRISIS RESPONSE POLICY

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Drafted by	ARCHERY SA	Approved by Board on	14 April, 2016
Responsible person	Board	Scheduled review date	April, 2018

### INTRODUCTION

Disasters, emergencies and other traumatic incidents can undermine the ability of ARCHERY SA to achieve its purposes.

Good planning is essential to assisting ARCHERY SA to respond and recover from such events.

### PURPOSE

The purpose of this policy is to ensure that ARCHERY SA undertakes appropriate planning to enable it to respond to and recover from disasters, emergencies and other traumatic incidents.

### POLICY

The Board must establish a Crisis Response Committee and review its composition and effectiveness every year. The ED should be member of the Crisis Response Committee.

The terms of reference establishing the Crisis Response Committee should require the committee to:

- Regularly identify threats and potential crisis events.
  - Such events could include anything which threatens the health and wellbeing of the staff of ARCHERY SA, the assets of ARCHERY SA, the reputation of ARCHERY SA, the effective functioning of the administrative systems of ARCHERY SA, or the services provided reputation of ARCHERY SA.
- Identify the likelihood of such events.
- Assess the consequence of such events.
- In the case of events which have potentially severe consequences:
  - Evaluate the suitability of the existing decision-making/delegation structures and whether they need to be revised. Consider in particular:
    - the role of the Board – and whether it has the ability to make decisions under time pressure and any other constraints that could exist in crisis events and
    - whether special delegations should be put in place to enable ARCHERY SA to respond urgently. This could take the form of the establishment of a dedicated committee, or the delegation of particular functions to the ED or other senior management.

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the ED.

- Identify all of the relevant internal and external stakeholders.
  - For example: staff, clients/customers, media, SES, MFS or CFS, financial institutions, local government, other State or Federal government agencies – including regulatory or funding bodies, or emergency response agencies or police.
- Identify the sorts of communication that could be needed with those stakeholders, and evaluate the ability of ARCHERY SA to communicate with them in crisis events.
- Identify whether there are any functions which ARCHERY SA undertakes which are critical and what mechanisms could be put in place to continue or replace those functions in the event of a crisis.
- Consider ARCHERY SA's occupational health and safety policy, and ARCHERY SA's legal obligations in respect of occupational health and safety, and evaluate the ability of ARCHERY SA to comply with its obligations in crisis events.
- Identify what financial resources are, or can be, utilised in the response of ARCHERY SA to crisis events.
- Identify what plans, procedures and policies are already in place in ARCHERY SA (e.g. fire evacuation plans, the appointment of fire wardens and fire drills) to enable it to respond to crisis events.
- Identify what policies, procedures or training is necessary to ensure that everyone within ARCHERY SA responds as required.
- Consult with emergency response agencies.
- Report to the Board on all of the above, including making recommendations on what steps ARCHERY SA should put in place to enable it to respond to crisis events.

## **AUTHORISATION**

*Bruce Lang, President*  
 14 April, 2016  
 ARCHERY SA