

Nightlife Disability Services ABN 45 529 705 877

SD10 EMERGENCY AND DISASTER PREPAREDNESS POLICY



1. Introduction

Nightlife Disability Services (Nightlife) is committed to ensuring that all service users have access to timely and appropriate support without interruption. We seek to have plans in place to enable continuity of supports critical to the health, safety and wellbeing of our service users in an emergency or disaster. Emergency and disaster management includes planning with service users, families, advocates and support networks to ensure that risks to health, safety and wellbeing that may arise in an emergency or disaster are considered and mitigated.

Emergency and Disaster Preparedness

Emergency planning explains and guides how we will respond to and oversee the response to an emergency or disaster. Strategies will be developed in collaboration with service users and supporters and may include identification of risk as part of routine intake and review processes, plans to prepare for, and respond to, the emergency or disaster, make changes to participant supports, adapt, and rapidly respond to changes to supports and to other interruptions and communicate changes to service users, formal / informal support networks and workers.

We will maintain clear processes to ensure:

- Mechanisms are in place to actively test plans and adjust them, in the context of an emergency or disaster.
- Periodically review plans to enable our services to respond to the changing nature of an emergency or disaster.
- We regularly consult with service users and their support networks to review their emergency plan.
- We communicate the plans to service users, their workers, and their support networks.
- Each worker is trained in the implementation of plans.

Continuity of Supports

Nightlife will have protocols in place to ensure day-to-day operations are managed in an efficient and effective way to avoid disruption and ensure continuity of support. We will speak with service users and their families and carers to identify ways to prevent any gaps in support.

- In the event of worker absence /vacancy, a suitably qualified and experienced person performs the role.
- Support is planned with each participant to meet their specific needs and preferences. These needs and preferences are documented and provided to workers prior to commencing work with each participant to ensure consistency.

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- Arrangements are in place to ensure support is provided to service users without interruption throughout the period of their service agreement.
- Alternative arrangements for the continuity of supports, where changes or interruptions are unavoidable, are explained and agreed with service users and delivered in a way that is appropriate to their needs, preferences and goals.

This Policy supports Nightlife to apply the Emergency and Disaster Management NDIS Practice Standard.

1.1 Scope

This Policy applies to the provision of all services and supports at Nightlife. All staff are required to commit to this Policy.

2. Relevant Legislation, Regulations, Rules and Guidelines

The application of the above NDIS Practice Standard is supported by our broader Nightlife policies outlined in our Policy Register.

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