



1. Reference

All relevant legislative instruments that stipulate requirements with which members of the Australian Education Academy community (all of whom are subject to the law) are obligated to comply: Occupational Health and Safety Act 2004 (Vic)

2. Policy Statement

ALATA will ensure that processes are in place to ensure that ALATA:

- a) regularly identifies and assesses threats and potential crisis events in order to strengthen the ALATA's preparedness for any such events;
- b) has appropriate plans in place for managing a crisis; and
- c) can recover promptly from any crisis and resume normal business as soon as possible

3. Purpose

To demonstrate the ALATA's commitment and proactive approach to crisis planning. To establish an ongoing structure for the development and regular review and testing of a Crisis Management and Recovery Plan to be adopted at its campus.

4. Scope

To provide information to the general ALATA community on the ALATA's approach to crisis management.

5. Definitions:

- a) **Crisis:** An adverse event or series of events that have the potential to seriously damage ALATA ALATA's people, business, reputation or property.
- b) **Crisis Management and Recovery Manual:** A guide to assist team members through the process of managing a crisis. The Manual provides a framework for Crisis/Emergency Management Planning, Prevention, Response and Recovery (PPRR) including a Crisis/Emergency Risk Management Assessment process. It also details the role of team members, the resources available, standard crisis response procedures and communications arrangements.
- c) **Crisis Management & Recovery-Senior Management Team (CMRT):** ALATA's Management Team in relation to a crisis event.
- d) **Crisis Management and Recovery Plan:** A plan outlined in the Crisis Management and Recovery Manual of each campus.
- e) **Full-Scale Crisis Simulation Exercise (FSCSE):** An exercise where simulated events are projected using a scripted scenario with additional inputs and/or updates being added at intervals to challenge exercise participants and processes and to drive activity.

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- f) Identified Organisational Unit: An organisational unit identified for the purpose of crisis management, which may include but is not limited to a faculty, division, department or school, Centre or academy
- g) Local Emergency Response Plan (LERP): An identified organisational unit plan detailing local considerations and responses and a framework of processes and actions to be undertaken at the organisational unit level by the Local Emergency Response Team in the event of an emergency incident affecting the organisational unit.
- h) ALATA Community: Staff members, members of the ALATA fraternity, consultants, students and clients of ALATA



6. Crisis Management Procedures

The Chief Executive Officer has overall responsibility for crisis management planning and recovery across the ALATA.

In these procedures references to ALATA include its current campus and future campuses if any.



7. Crisis Management and Recovery (CMR)

7.1 Organisational Structures

- (a) In a crisis or emergency representatives of ALATA the CEO, RTO Manager and the Administration Manager serve as the Crisis Management and Recovery Team (CMRT).
- (b) It is supported by Crisis Management and Recovery Campus Based Team (CMR-CBT)
- (c) The CMR-CBT
 - manages the response and recovery to an event affecting the City campus, in addition to its own Springvale campus;
 - supports, reports to and takes strategic direction from the CMRT; and
 - where activated, provides direction and support to all other CMR Campus Based Teams.

7.2 Training

Members of all teams must be trained in all aspects of crisis management relevant to their roles and responsibilities.

7.3 Plans and Manuals

- (a) Crisis Management Plans must be developed and documented in CMR Manuals for each campus.
- (b) CMR team must meet at least annually to review the adequacy and currency of their crisis plans and must have a Crisis/Emergency Risk Management Assessment process to identify and drive responsive actions and processes.
- (c) Team members must ensure that they are familiar with the content of relevant plans and manuals.

7.4 Specific Roles and Responsibilities of Teams and Members

The specific roles and responsibilities of CMRT, CMR-CBT and individual team members will be evolved, and detailed CMR Manuals and Local Emergency Response Plans will be provided, and accessible, to team members.

Responsibility

- Chief Executive Officer ALATA as Chair CMRT
- RTO Manager as Crisis Team Coordinator
- Teams and Team Members

8. Full-Scale Crisis Simulation Exercises (FSCSE)

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8.1 Crisis Management Plans must be tested with Full-Scale Crisis Simulation Exercises (FSCSE) held at Springvale every two years and all other plans annually.

8.2 Personnel and resources may either be fully or partially mobilised during an exercise and activities performed as if in response to a real crisis, or mobilization may be simulated through functional and/or notional play by participants in a desk top or similar environment.

8.3 Exercises should generally be conducted in real time to help create the stresses that closely mirror real events.

8.4 A FSCSE may include single or multi-campus, multi-agency and/or multi-jurisdictional participation.

8.5 In all cases the exercise director must brief participants appropriately on exercise rules and boundaries prior to the exercise commencing.

8.6 In all cases an exercise debrief must be conducted with participants and a report completed.

Responsibility

- Chief Executive Officer as Chair CMT
- RTO Manager as Crisis Team Coordinator

9. Communication

9.1 A Crisis Management SMS Alert global e-mail to students and a ALATA Memo article must be issued, and an SMS Alert test message sent to Students and Staff annually.

9.2 The activities of the CMR Teams and Local emergency recovery must be coordinated and reviewed by the Crisis Team Coordinator.

Responsibility

Crisis Team Co-coordinator

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