



CRISIS RESPONSE POLICY

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INTRODUCTION

Unforeseen incidents may occur at short notice that must be dealt with urgently outside the standard policy framework. While precise procedures cannot be laid down, there is a need for a general policy to guide Move Through Life's response to crisis.

PURPOSE

The Crisis Response Policy is intended to facilitate the management of a crisis within MTL to minimise risks to personnel and property, to protect the reputation of MTL and to implement urgent recovery procedures.

DEFINITIONS AND ACRONYMS

MTL

Move Through Life Inc or Move Through Life Dance Company

POLICY

Management of the physical aspects of any crisis (fire, flood, etc.) will be handled according to plans drawn up under MTL's Health and Safety procedures. The Crisis Response Policy Committee (see below) shall address managerial, media, and budgeting issues.

Responsibilities

It shall be the responsibility of the board to establish the Crisis Response Committee with appropriate delegation of powers.

Procedure

1. The board shall establish a Crisis Response Committee consisting of the chair, the Founder/Director, the Operational Committee Chair and a spokesperson (if different from the Founder/Director) prepared to meet at short notice.
2. The board shall delegate to the Crisis Response Committee the authority to take action to facilitate the management of the crisis if required urgently.
3. On being informed of any crisis situation the Crisis Response Committee shall arrange to meet, in person or electronically. Members of the Crisis Response Committee shall maintain records of contact details (eg phone, mobile phone, fax, and email) as appropriate for all other members.
4. The Crisis Response Committee shall:

- ascertain the nature and extent of any damage to MTL
 - coordinate MTL's media response
 - institute any urgent recovery procedures
5. The Crisis Response Committee shall return to the standard policy and managerial framework at the first feasible opportunity.
6. The Crisis Response Committee shall call a board meeting at the first feasible opportunity and report on any actions taken.

RELATED DOCUMENTS

- Health and Safety Policy
- Media Relations Policy

REVIEW

This policy will be reviewed annually by the MTL board and amended as appropriate.