

Aratoi Regional Trust (ART) - Emergency Management and Disaster Response Policy

Section: Finance and Operations

Approval Date: April 2023

Next Review Date: April 2025

Purpose

To provide a clear statement on ART's emergency and disaster response and establish expectations, roles and duties.

Introduction

Aratoi has a duty of care towards its staff, visitors, buildings and collections in the event of an emergency or natural disaster.

Policy

1. Roles

The Director is responsible for operational and planning measures to manage safety in the event of an emergency or disaster. These include the following risks but are not limited to these:

- Fire
- Flood
- Earthquake
- Wind damage
- IT Systems breach

There may also be risks from burglary, violence and terrorism.

The Board's role is to ensure:

- The Director has a disaster and emergency management plan in place
- The Director has ensured all staff know what to do in the case of an emergency, and that
- Aratoi has a fire safety plan;
- Aratoi has a flood management plan;
- Aratoi has a collection salvage plan;
- Aratoi has a violent event plan;
- there are appropriate measures in place for public safety (exit signage, assigned responsibility for clearing the gallery, assembly point, responsibility for contacting police).

2. Reporting

- The Director reviews the emergency and safety plans and measures as above annually and briefly reports to the ART Board if they are still fit for purpose.
- The Director reports immediately to the ART chair if there are any emergencies.
- The director to advise Trust Lands Trust if there is a threat to the building

Definitions

Violence means threats or actions against persons or property. **Terrorism** means the unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims.

Audience

All members of ART Board, staff and volunteers.