

# Crisis Management Policy

**Owner:** Human Resources &  
Administration Manager

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**Version:** 1.7

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**Approved by:** Chief Executive Officer

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**Next review date:** May 2018



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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## 1. PURPOSE

- 1.1 To effectively and efficiently manage situations that has the potential to harm the reputation and image of WAIS.

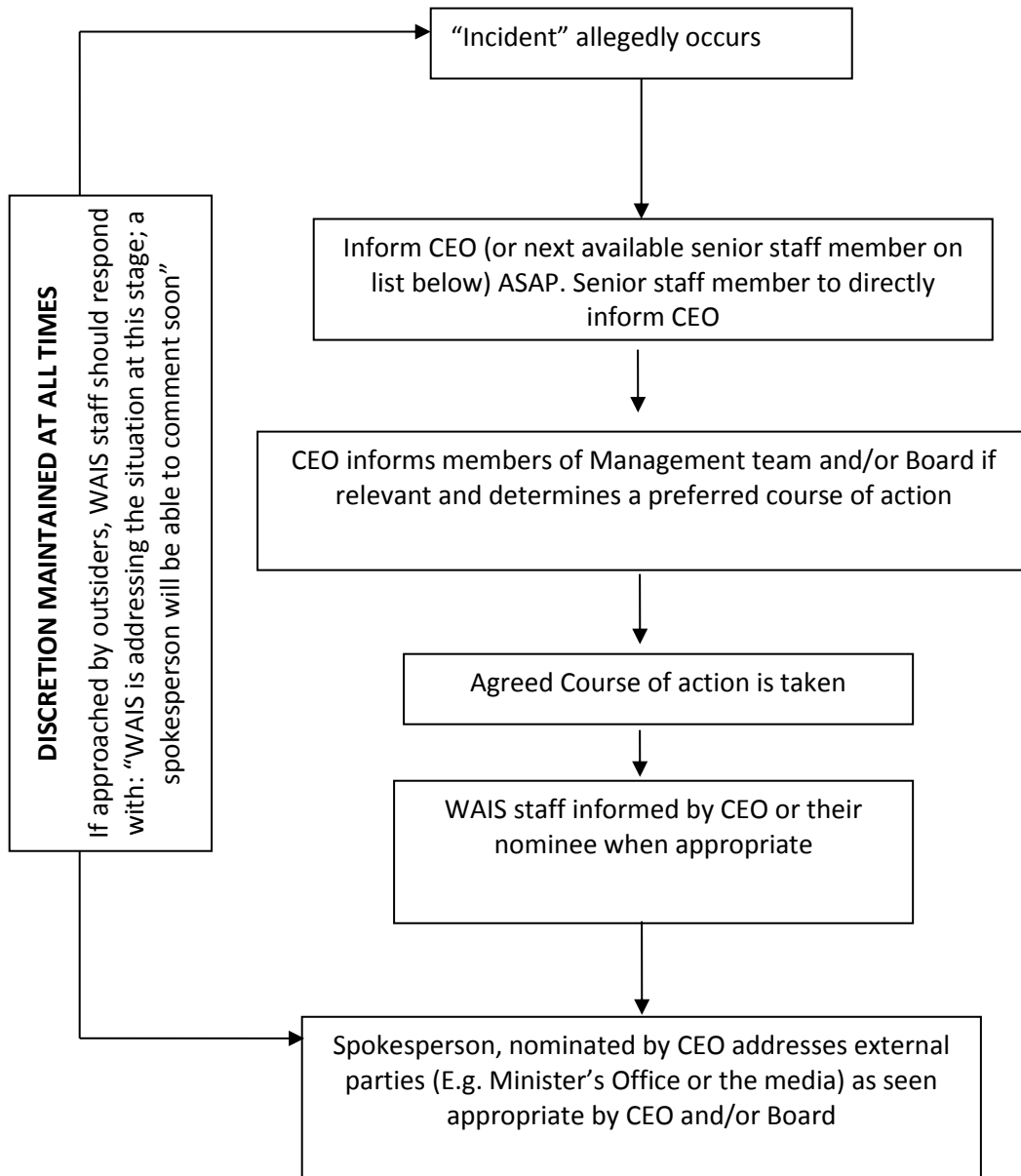
## 2. POLICY

- 2.1 An “incident” with potential to cause damage or harm to a WAIS athlete, staff member or the Institute itself will be dealt with by WAIS senior management.

## 3. STANDARDS

- 3.1 An “incident” with potential to cause damage or harm to a WAIS athlete, staff member or the Institute itself must be reported to WAIS senior staff as soon as possible.
- 3.2 A decision on the course of action will be made by the Chief Executive Officer in conjunction with WAIS senior management and/or the Board if the incident has the potential to harm the Institute itself.
- 3.3 Only the WAIS spokesperson nominated by the Chief Executive Officer will address the media or respond to enquiries from any external parties, if applicable and once deemed suitable by the Chief Executive Officer .
- 3.4 Discretion is to be maintained at all times – staff members will be informed when appropriate and an “incident” must not be discussed outside of WAIS personnel, unless specific approval has been given by senior management.
- 3.5 WAIS personnel should remain calm and composed in view of the general public.

#### 4. PROCEDURE



**5. WAIS SENIOR MANAGEMENT AFTER HOURS/EMERGENCY CONTACT DETAILS:**

<b>Chief Executive Officer</b>	Steve Lawrence	0412 004 485	(08) 9384 3760
<b>Performance Team Director National Programs</b>	Joanne Richards	0414 510 493	-
<b>Performance Team Director National Teams</b>	Teagan Wilkie	0417 171 817	
<b>Finance Manager</b>	Damien Fitzpatrick	0417 498 041	-
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