

Emergency Procedure

1 Purpose

This procedure provides information on responsibilities and actions required in planning for emergency situations. The aim is to prevent or reduce health and safety risks to the Church occupants through the implementation of Emergency Response Plans (ERP).

2 Scope

This procedure applies throughout Church premises at Moore St.

3 Definitions

Emergency	Any event that arises internally or from external sources that may adversely affect the safety of persons in the Church buildings, or the community generally, and requires immediate response by the occupants.
Potential emergency situations identified as a serious threat to safety	<ul style="list-style-type: none"> • Fire • vehicle accident • explosion • civil disorder • structural fault • bomb threat • critical incident • gas leak • serious injury • dangerous goods incident • natural disaster
Mobility-Impaired Person	A person with physical, cognitive or sensory impairment, either temporary or permanent that may affect their ability to move without assistance out of an area of risk.

4 Responsibilities

4.1 Church Fire Wardens

- Ensure emergency evacuation plans are developed and displayed in accordance with AS3745 Planning for emergencies in facilities.
- Ensure appropriate fire-fighting equipment is provided and maintained.
- Ensure emergency training to Fire Wardens is provided.
- Ensure fire evacuation drills occur annually.
- Display and keep up to date information on Fire Wardens and First Aiders using relevant templates.

4.2 Fire Warden

- Co-ordinate the emergency evacuation of people from the buildings.
- Ensure emergency evacuation diagram is displayed.
 - Maintain an up to date list of contact numbers and post in a place readily accessible to all Fire Wardens.
- Attend, direct and control activities and persons relating to emergency drills.
- Attend Fire Warden Training.
- Assist people who may need assistance in an evacuation.

5 Actions

5.1 Fire Wardens

Any person(s) leading or organising a group or a function shall be regarded as a Fire Warden. The Fire Wardens shall take the appropriate actions to manage people to safety and call for emergency service personnel as needed.

5.2 Emergency Information

St Johns person(s) leading or organising functions or activities will be informed through training, induction or briefing, of the Emergency Response Plans. The information will be placed in an accessible location and will include:

- building layout plan
- names of Fire Wardens, location and contact numbers (refer SJK110F02)
- emergency access and egress points
- telephone bomb threat pro-forma (refer SJK110F03)
- location of fire fighting equipment
- assembly area(s)

5.3 Fire and Emergency Training

All St Johns person(s) leading or organising functions or are required to attend a briefing on fire and emergency procedures, on an annual basis.

5.4 Assembly Areas

Areas designated as Assembly Areas must be made known via briefing to all St Johns persons leading or organising functions.

5.5 Mobility Impaired Persons

Specific arrangements in evacuating persons with mobility impairment will need to be made.

Fire Wardens have special responsibilities for mobility-impaired persons which include being aware of their presence on the floor, removing the people from immediate danger and arranging for someone to remain with the persons until help arrives.

5.6 Evacuation Drills

Evacuation drills should take place annually. Drills should be held at times when the most benefit can be gained.

5.7 Debriefings

After a drill is conducted, the Fire Wardens are responsible to ensure a full debrief of the drill in order to:

- assess the effectiveness of the Emergency Response Plan.
- determine if further action is needed of Fire Wardens.

The debrief record shall be kept on file and kept in the Church Office.

5.8 Review & Evaluation

A review of this procedure and attachments will be reviewed at least 3 yearly to ensure that process and implementation are effective in meeting the H&S responsibility requirements of the church and current H&S legislation.

5.9 Records Management

Records of drills and associated documents shall be maintained for 7 years. Records shall be maintained in the church office.

6 References

The code of practice *Managing the work environment and facilities*.

7 Attachments

Doc. No.	Title
SJK111F01	Emergency Debrief Form
SJK111F02	Emergency Contact List
SJK111F03	Bomb Threat Checklist

7.1 Revision History

Issue	Date	Nature of Amendment
1.0	10/6/14	Document Creation