



# Health and Safety for congregations Emergency Plan

## Introduction

The initial actions taken following an emergency are critical. Emergencies and disasters can occur at any time without warning. This emergency plan outlines the emergency arrangements, resources and procedures that will be implemented in the event of a severe weather event, building fire, bushfire, bomb threat or an intruder.

## Emergency plan details

Church Name:

Primary  
Emergency Contact

Name:

Number:

Secondary  
Emergency Contact

Name:

Number:

Address:

## Emergency contacts

**If you require urgent assistance, please call the numbers below:**

- For Police, Fire, Ambulance in a life threatening emergency call triple zero (000).
- For SES assistance call 132 500.
- If calling from a satellite phone or from international or interstate, dial +61 8 9395 9395 in a life threatening emergency.
- Call the DFES (Department of Fire & Emergency Services) public information line on 13 3337.



Uniting Church in Australia  
Western Australia



A CHRISTIAN  
COMMUNITY  
FOR EVERYONE



Health and Safety  
for congregations  
**Emergency Plan**

## Assembly points

Description of assembly point(s):

Photo of assembly point(s):

## Nearest hospital

Address:





# Health and Safety for congregations Emergency Plan

## Building fire

Description of any information relevant to your church (for example petrol station located 100m north of building):

### Actions to follow in the event of a building fire:

- Your priority is to evacuate
- Call 000 for emergency services and follow advice
- Activate the fire alarm
- Report the emergency immediately to the emergency coordinator
- Only attempt to extinguish a fire if it impedes your exit and/or you are properly trained to do so.
- Close all doors as you exit but do not lock them.
- If appropriate, follow the procedure for onsite evacuation
- Evacuate to the assembly point(s)
- Check that all staff, contractors, volunteers and visitors are accounted for
- Do not return to the building until advised by the emergency coordinator or the fire brigade
- Do not stop to collect personal belongings

## Use of fire extinguishers

Fire extinguishers may be located at strategic points around the building and different types of fire extinguishers are suitable for different classes of fire. Types of fire extinguisher:

- **Water** extinguishers can be used on ordinary combustible materials (e.g. wood, clothing, paper, rubber and any plastics).
- **Foam** extinguishers can be used on ordinary combustible materials (e.g. wood, clothing, paper, rubber and any plastics); flammable or combustible liquids; and flammable gases.
- **Dry powder** extinguishers can be used on ordinary combustible materials (e.g. wood, clothing, paper, rubber and any plastics); flammable or combustible liquids; flammable gases; and energised electrical equipment.
- **Wet chemical** extinguishers can be used on ordinary combustible materials (e.g. wood, clothing, paper, rubber and any plastics); cooking oils and fats.
- **Carbon dioxide** extinguishers can be used on flammable or combustible liquids; and energised electrical equipment.





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## Bushfire

Description of any information relevant to your church (for example nature reserve located 1km away, only single access road to the nearest highway):

### Actions to follow in the event of a bushfire:

- If the chance of bushfire is heightened before a service, check conditions before worship services commence and cancel them if required
- Call 000 for emergency services and follow advice
- Report the emergency immediately to the emergency coordinator
- Determine appropriate response strategy (evacuate or lockdown) in consultation with emergency services, if possible

### If evacuation is required and time permits before you leave:

- Make sure you close all doors and windows
- Turn off power and gas
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice

## Intruder

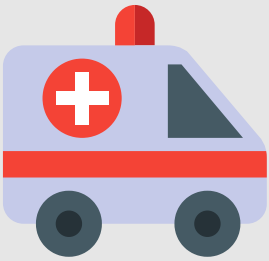
### Actions to follow in the event of an intruder:

- Quickly assess the situation and call 000 for emergency services when it is safe to do so

### Aggression:

- Do not place yourself at risk
- Obey the person's instructions
- Attempt to deescalate the situation, avoid getting into an argument
- Keep a safe distance between yourself and the aggressor
- Take note of exits or other possible escape routes and try to get as close as possible
- Activate the duress system (if there is one)
- Contact the Police 000 if a weapon is involved
- Call for assistance from another staff member as safe to do so





## Health and Safety for congregations Emergency Plan

### Security

#### **If a bomb/substance threat is received by telephone:**

- Do not hang up
- If possible, ask questions in the bomb threat checklist (found in this procedure) while you are on the phone to the caller
- Keep the person talking for as long as possible and obtain as much information as possible
- Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Church Council

#### **If a bomb/substance threat is received by mail:**

- Place the letter in a clear bag or sleeve
- Avoid any further handling of the letter or envelope or object
- Call 000 for emergency services and seek and follow advice
- Wash your hands and follow any medical advice if there may have been a substance exposure
- Notify the Church Council

#### **If a bomb/substance threat is received electronically:**

- Do not delete the message
- Call 000 for emergency services and seek and follow advice
- Notify the Church Council
- Access the employee assistance program or other supports if needed

### Bomb threat checklist

*Try to keep the caller talking. Try to obtain as much information as possible. Remain calm and gain the attention of those around you (if safe to do so).*

#### **Question to ask the caller:**

- When is the bomb going to explode or when is the substance going to be released?
- Where did you put the bomb/item?
- When did you put the bomb/item there?
- What does the bomb/item look like?
- What type of bomb is it, or how will the substance be released?
- Did you place the bomb/item?
- Why did you place the bomb/item?
- What is your name?
- Where are you?
- What is your address?





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## Severe weather event

### **Before a storm during operational hours:**

- Call 000 if emergency services are needed and follow advice
- Report the emergency immediately to the Church Council
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins
- Disconnect electrical equipment – cover and/or move this equipment away from windows
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Use boards and sandbags if required
- Instigate a lockdown

### **Forecast imminent event (e.g. cyclone, floods)**

- If there are weather warnings and the church will be impacted by a severe weather event, the church council, and congregation are to determine if the church will be temporarily closed
- After the event, determine if the site is safe to re-open
- Maintenance may need to be performed before re-opening to ensure the site is safe

## Medical emergency

### **Actions to follow in the event of a medical emergency:**

- Call '000' if immediate/life threatening
- Administer first aid
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Contact parent/guardian of affected child
- Record evidence (if applicable)
- Keep other children away from the emergency/incident
- Provide support for children who may have witnessed early stage of emergency
- Report any serious incidents

## Missing child

### **If child is missing and/or cannot be accounted for or appears to have been removed from the premises by a person not authorised by a parent:**

- Search the immediate area and ensure on-going monitoring, supervision and safety of other children
- Contact '000' for police to report child missing
- Contact the parent/guardian
- Report serious incidents to Church Council





# Health and Safety for congregations Emergency Plan

## Evacuation procedures

*Refer to your emergency diagram showing the assembly point(s)*

### **Actions to follow in the event of an evacuation:**

- Activate the alarm
- Call 000 immediately and provide relevant information
- First aid officers (if you have nominated one) should assist injured personnel or notify emergency responders of any medical emergency
- Exit the building following the emergency evacuation floor plan
- If you have children in your care, ensure someone is allocated to check all areas to ensure everyone has been evacuated, take an operating phone to the evacuation point and attendance lists
- Assist anyone who has limited mobility and children to the evacuation point
- Ensure all staff, contractors, volunteers and any children in our care are accounted for, ensure you have emergency numbers with you for parents when children are in our care
- It is important to reconnect children with their parents to avoid panic. If children are in our care and away from their parents, the emergency coordinator should notify them immediately

## Lockdown procedures

*An emergency lockdown will be implemented in situations where it may be safer for occupants to shelter inside a building, to ensure they are protected from an external threat such as a security issue*

### **Actions to follow in the event of a lockdown:**

- Remain calm. Try to encourage others to remain calm
- If possible, ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade them
- Use whatever means possible to try to restrict entry to the room such as, placing furniture and equipment in front of the door, covering any glass windows, and glass panels in doors
- Move away from doors and windows. Get down and stay close to the floor. Stay under furniture
- Remain quiet so that no attention is drawn to an individual
- Turn off any lights where possible
- Call the police when safe to do so and follow instructions
- When appropriate, ascertain that all children, staff and visitors are accounted for

