

# Emergency Response Plan

**Anglican Church  
Diocese of Sydney**

**August 2012  
Version 1.0**



**RISKLOGIC**  
FORWARD THINKING RISK MANAGEMENT

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This Emergency Response Plan is valid for a period of 12 months.

## Version Control Checklist

Version No.	Author	Date of Changes
1.0	Grant Ziarno, RiskLogic	27 August 2012



# Introduction & Overview

Emergency management plays a critical role as part of the Anglican Church's risk management process. An emergency can develop from any number of causes: fire, flood, bomb threat or chemical spill.

The following emergency response plan has been developed for the Anglican Church Diocese of Sydney. The information contained in this plan is designed to:

- Assist the safety and wellbeing of clergy, staff, parishioners and visitors during an emergency incident.
- Protect the site from theft or further damage during & after the incident.

## Scope

This emergency response plan gives guidelines to enable the parish to plan for and respond to emergencies. It applies to the property boundary, which encompasses all buildings, grounds and structures. This manual is not a substitute for emergency response training, experience and sound judgment.

This manual and associated procedures are based on Australian Standard AS 3745-2010 "Planning for Emergencies in Facilities". It deals with emergency incidents that could reasonably be expected to arise at this site.

## Response Policies

The parish will have:

- An emergency plan, appropriate documentation and trained staff that can assist in response to emergencies.
- An Emergency Planning Committee (EPC) to assist with emergency prevention, preparedness, alerts, response and recovery.

Each emergency response will be managed in accordance with the procedures in this document.

In developing this plan, attempts have been made to identify and address any limitations that may impede response and impact on the environment.

This emergency plan outlines:

- Roles and responsibilities of the EPC.
- Roles and responsibilities of the Emergency Coordination Team (ECT)
- Emergency response procedures.
- Responsibilities of all persons during and after an emergency.
- Preparedness activities, including training.
- Details of emergency equipment and physical layout specific to the parish.
- The requirement for regular review.

## General Authority

Once an emergency is declared, the powers of the Emergency Coordinator and Emergency Officers will overrule all normal procedures. Emergency Officers have the authority to marshal all staff, clergy and parishioners. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedence over property matters.



## Emergency Service Agencies

Listed below are the common responsibilities and actions of emergency services during an incident.

### Police

- Coordination of emergency operations where there is no designated emergency agency.
- Control of the grounds surrounding a fire and support for the Fire And Rescue Service by securing the area, controlling evacuations and coordinating resource support.
- Initial reconnaissance of the area affected by an emergency.
- Traffic and crowd control.
- Control of evacuations.
- Recovery and identification of deceased and injured and notification of next of kin.
- Disaster victim registration.
- Security of evacuated areas and personal property of the dead and injured.
- Coordination of rescue operations.
- Establishing temporary mortuaries.

### Fire

- In the event of an emergency involving fire, structural collapse, gas leak or chemical spills, the Fire And Rescue Service will assume overall control of the incident.
- A fire ground may be declared by the senior member of the fire service.
- A fire ground is an area involved in the actual fire and any surrounding area that fire services personnel are required to work in, park or place appliances, hoses etc. or otherwise deem as necessary to enable them to combat the fire or hazard.
- Persons within the declared fire ground will act in accordance with directions issued by the senior member of the fire and rescue service on scene.

### Ambulance

- Provide ambulance transport and pre-hospital care for all injured persons.
- Provide and/or assume the responsibility for transport of designated medical teams and their equipment to the site of an emergency.
- Provide coordinated communications for all health systems involved in emergency responses.

## Risk Assessment

A requirement under AS 3745-2010 is to conduct risk assessments, to identify and categorise emergency hazards for the parish.

## Training

Training must be conducted for the:

- EPC every 12 months.
- ECT every 6 months.
- Clergy, staff and church wardens every 12 months (including an evacuation drill).

### EPC Training

Training should address, but is not limited to:

- Developing, managing and maintaining an emergency plan.
- Duties of the EPC and ECT.
- Conducting site-specific emergency identification and analysis.
- Establishing and managing an ECT.
- The management of appropriate documentation.
- The management and development of assessment activities.

- The development and implementation of training activities including emergency exercise management.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems (e.g. sprinkler systems, fire doors, emergency communications).
- Liaison with Emergency Services.
- Post-evacuation management.

## **ECT Training**

### All Emergency Officers:

All ECT members must be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. There must be sufficient personnel trained in all positions within the ECT to allow for projected absences.

The training must address the following:

- Duties of the ECT.
- Procedures for the specific emergencies.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency, emergency and post-emergency activities.
- Persons with disabilities.
- Human behaviour during emergencies.
- The use of installed emergency response equipment (e.g. Fire extinguishers, alarms).
- The performance of the building and its installations during a fire or other emergency (e.g. fire doors, emergency lights).

An exercise and assessment must be included in the training.

### Emergency Coordinator:

The Emergency Coordinator is required to have additional training, including:

- Duties of the ECT.
- Duties of the EPC.
- Decision-making, command and control.
- Record keeping.
- Actions for the specific emergencies.
- Coordination of communication(s) during emergencies, including use of any installed specialised communications equipment.
- Liaison with Emergency Services.
- Coordination of evacuation activities.
- Implementation of post-emergency activities.

## Awareness Training

All other persons working at the parish must receive training to enable them to act in accordance with the emergency response procedures. The training should include:

- Their responsibilities during an emergency.
- The types of emergencies in the plan.
- How to report emergencies.
- Roles, responsibilities and identification of the ECT.
- Evacuation procedures.
- The location of the assembly areas.
- The location of egress routes.
- Procedures for specific emergencies.

The EPC will determine when training is delivered based on minimum requirements stated above and any other Anglican Church requirements. Skills retention activities may also include desktop exercises and evacuation exercise for the ECT.

### **The parish must conduct a full evacuation drill every 12 month.**

To ensure a uniform approach to fire safety advice and training, attendance at the appropriate level of training should be within three months of appointment.

# Responsibilities

The Emergency Coordinator is responsible for overall emergency management, including planning and operations.

## Emergency Planning Committee

The EPC must:

- Contain at least three members.
- Meet annually.
- Record, retain and distribute minutes to all EPC members and to Parish Council.

The EPC duties include:

- Identifying potential emergency situations.
- Developing, implementing, documenting and annually reviewing:
  - The emergency plan
  - The training schedule
  - The ECT
  - Exercise drills to test procedures
  - Awareness of emergency response procedures
- Maintaining records of any emergency event.
- Implementing and documenting improvements identified through the review process.
- Meeting annually to discuss issues impacting on emergency preparedness. This meeting must be minuted.

The EPC agenda can include reports concerning:

- Training in emergency preparedness.
- Details or issues arising from responses to site emergencies and exercises.
- Recent inspections of emergency systems and equipment.
- Proposed amendments to the emergency response guidelines.
- The accuracy of this Emergency Response Plan.
- Any other issues impacting on emergency preparedness.

The general duties of the Emergency Coordinator include:

- Developing, implementing, documenting and annually reviewing the:
  - Emergency plan
  - Training schedule
  - ECT
  - Exercises and drills
  - Hazard inspection plan
  - Meetings of Emergency Officers
  - Allocation of physical areas to Emergency Officers
- Ensuring that all emergency equipment is serviced and tested in accordance with relevant standards and manufacturers' recommendations.

## Emergency Control Team

Clergy, staff, church wardens and other volunteers may be members of parish's ECT with the primary roles of:

- Initiating appropriate response to emergency situations.
- Ensuring life safety takes precedence over asset protection.



## ECT Responsibilities and Procedures

Position	Hat Colour	Equipment	Key Responsibilities	Procedures
<b>Emergency Coordinator</b>  (An Emergency Officer is to step up and perform this role if the Emergency Coordinator is not available)	White	<ul style="list-style-type: none"> <li>▪ White hat/cap</li> <li>▪ Mobile phone</li> <li>▪ Keys</li> <li>▪ Emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate appropriate response</li> <li>▪ Facilitate evacuation</li> <li>▪ Secure premises</li> <li>▪ Brief Emergency Services</li> <li>▪ Document actions taken</li> <li>▪ Assess damage</li> <li>▪ Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ascertain nature of emergency</li> <li>▪ Determine nature of response</li> <li>▪ Collect equipment</li> <li>▪ Proceed to Emergency Control Point</li> <li>▪ Contact Emergency Services</li> <li>▪ Communicate actions to ECT</li> <li>▪ Initiate evacuation</li> <li>▪ Brief Emergency Services</li> <li>▪ Record actions</li> <li>▪ Assess damage</li> <li>▪ Announce all clear as advised by Emergency Services</li> <li>▪ Facilitate debrief</li> </ul>
<b>Emergency Officer</b>	Red	<ul style="list-style-type: none"> <li>▪ Red hat/cap</li> <li>▪ Torch</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise all persons of emergency procedures</li> <li>▪ Be aware of and attend to housekeeping</li> <li>▪ Know the area, including;                             <ul style="list-style-type: none"> <li>▪ Emergency exit routes</li> <li>▪ Location of emergency equipment</li> <li>▪ Hazardous substances</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct immediate search of the area looking for signs of danger</li> <li>▪ Implement emergency procedures</li> <li>▪ Direct people to the evacuation assembly area</li> <li>▪ Report any danger to the Emergency Coordinator</li> <li>▪ Co-opt persons as required to assist during an emergency</li> <li>▪ Assist mobility impaired persons</li> </ul>



## ECT Responsibilities and Procedures

Position	Hat Colour	Equipment	Key Responsibilities	Procedures
<b>Emergency Officer continued</b>			<ul style="list-style-type: none"> <li>▪ Be aware of the implications of an emergency in an adjoining area or premises</li> <li>▪ Maintain communication with Emergency Coordinator</li> <li>▪ Be available for briefing police and other authorised persons during an emergency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct a secondary search and close doors</li> <li>▪ Evacuate to assembly area</li> <li>▪ Brief the Emergency Coordinator of the situation and action taken</li> </ul>
<b>First Aid Officer</b>	Green with a white cross	<ul style="list-style-type: none"> <li>▪ First Aid Kit</li> <li>▪ First aid hat/cap</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administer first aid as required</li> <li>▪ Maintain communication with Emergency Coordinator</li> <li>▪ Brief Emergency Services regarding injuries as required</li> <li>▪ Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collect first aid kit</li> <li>▪ Proceed to assembly area</li> <li>▪ Administer first aid as required</li> <li>▪ Request ambulance if required</li> <li>▪ Brief Emergency Coordinator of any injuries and actions taken</li> </ul>



# Evacuation procedures

The authority to order an evacuation of the parish rests with the Emergency Coordinator or Emergency Officer present at the time.

**Note: if a person detects a dangerous situation, they are to commence an immediate evacuation from the area and notify the Emergency Coordinator.**

These procedures are based on the following:

- A known command and control structure.
- Prior knowledge of building layout, emergency equipment and evacuation routes.
- Fire-isolated stairs, fire escapes and other safe routes being used.
- Assistance provided to mobility impaired persons and lifts not being used during a fire emergency.
- Effective communication.
- Accounting for all persons.
- Building searches being conducted.
- The need for an 'All Clear' before re-entry.
- Consideration of neighbouring facilities.

The following procedure must be followed during an evacuation. This can also be referred to in the Evacuation Checklist in appendix 4.

- Determine nature of emergency and appropriate course of action.
- Evacuate immediately if there is danger to persons.
- Call emergency services on 000 – ask for fire, ambulance or police.
- Conduct a search of the premises (each area to be searched by allocated Emergency Officer).
- Nominate someone to direct emergency services to building entrance.
- Brief emergency services on arrival – type, scope & location of incident.
- Prevent all persons from re-entering premises until deemed safe.
- Ensure all people are accounted for at assembly area (where possible).
- Provide first-aid to injured persons whilst waiting for emergency help.
- Notify emergency services immediately of injuries, even minor ones.
- For people who suffered injuries, ensure that you contact 'next of kin'.
- Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program
- Contact tradespersons to secure the premises to prevent theft or further damage.
- After incident, conduct a debrief with key personnel on what happened and why.
- Contact your insurer & report the incident, including injuries.
- Organise counselling for people who are traumatised by the incident.
- Write a brief report on what happened, injuries sustained & the actions you took.
- Consider media and external public relations – refer to your Bishop for advice before making public statements.

## Evacuation procedures for mobility-impaired persons

In the event that there are mobility-impaired persons at the parish, the procedure will be as follows:

- Brief mobility-impaired persons on what they need to do in the event of an emergency.
- If the person has a Personal Emergency Evacuation Procedure (PEEP), enact this procedure. A sample PEEP is located in Appendix 5.
- Mobility-impaired persons are to remain where they are until their area has been evacuated.
- When the area is clear, affected persons to be moved into the safest area possible.

- Emergency Officer to alert Emergency Coordinator immediately and advise number of persons still on site and their location. If safe, a member of the ECT to remain with the person until arrival of Emergency Services.
- Emergency Coordinator is to notify Emergency Services on their arrival.
- Assist emergency services if required.

## Lockdown Procedures

### During a Lockdown:

- All outside activities to cease.
- All persons move to the nearest office or building.
- Close and lock doors, windows and blinds.
- Move to a safe point below the window line.

**Remain calm & don't panic**

**Remain in/return to rooms**

**Call the Police on 000**

**Secure all doors & windows**

**Turn off lights & electrical equip**

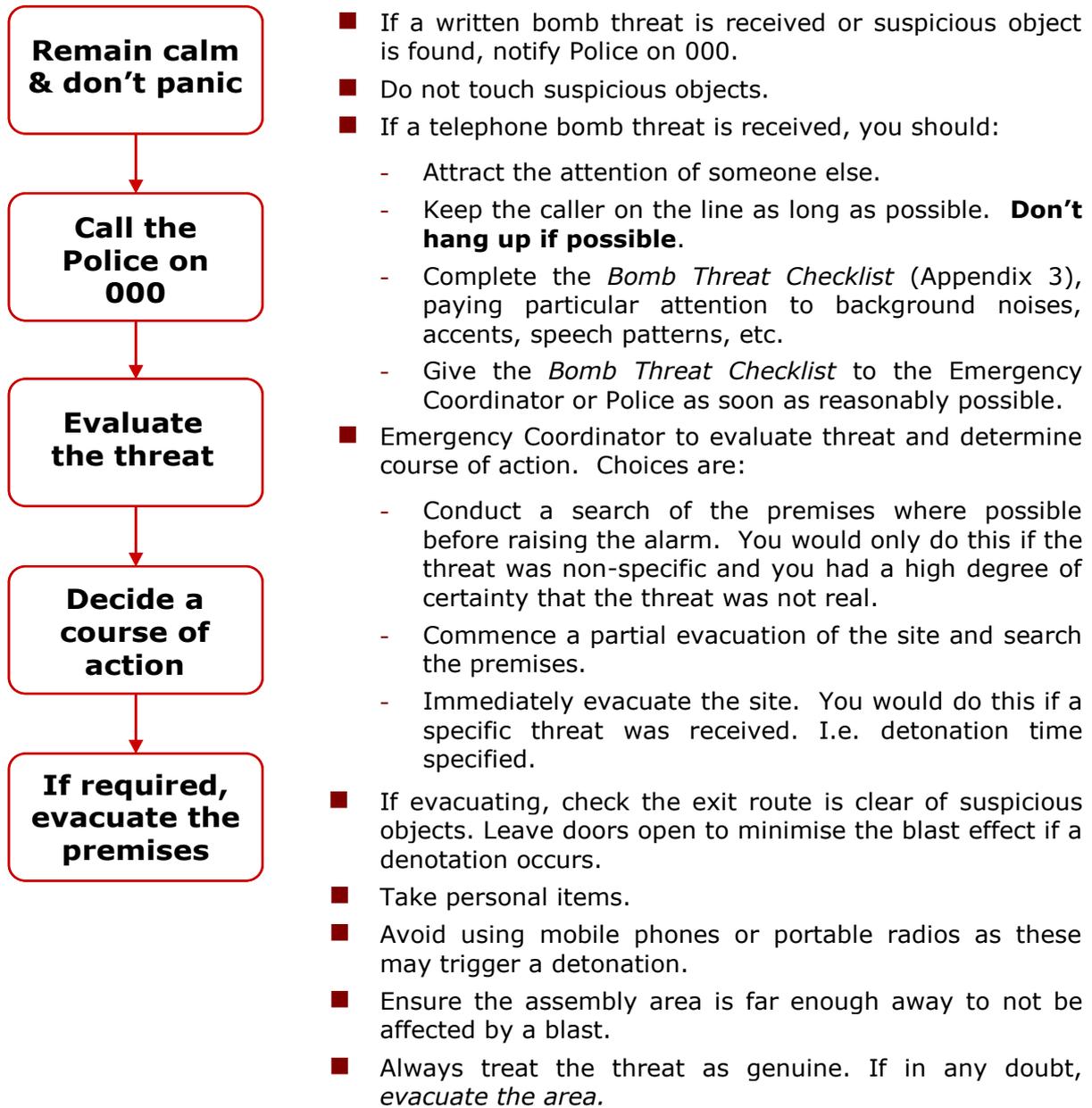
**Be seated on floor out of sight**

- Phone 000.
- Emergency Coordinator will announce the need to lockdown.
- Lock all gates.
- Lock all external doors.
- Lock internal doors if possible.
- Lock and cover windows.
- Move all persons to a safe point below the window line and away from exits.
- Turn off lights and electrical equipment.
- Administer first aid if necessary.
- Remain calm and quiet.
- Remain in room until advised by Emergency Coordinator.
- When advised the danger has passed the Emergency Coordinator will announce the lockdown has ended.
- Account for all persons.
- Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.

# Response Guidelines (Alphabetical)

## BOMB THREAT

Use the information below to safely manage a bomb threat situation including suspicious objects, written threats and phone threats:



## BOMB THREAT

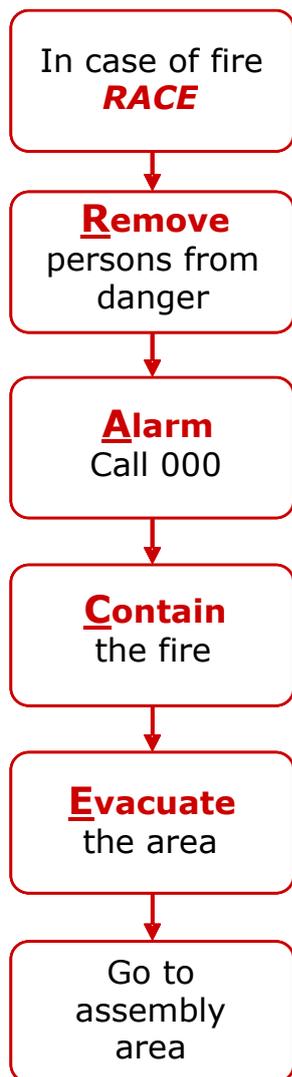
The following questions will help decide if an object is suspect.

- Is the item unidentified?
- Is the item unusual or foreign to its environment? Is the item typical for its environment?
- Is the item obviously a bomb? Is the item hidden or concealed in any way?
- Has there been any unauthorized access to the area?

**H** Is the item:  
**O** Hidden?  
**T** Obviously a bomb?  
**U** Typical of its environment?  
**P** Has there been:  
Unauthorized access?  
Perimeter breach?

## BUILDING FIRE

Use the information below to evacuate all persons in the event of a fire:



- RACE: **R**emove persons from danger, raise the **A**larm, try to **C**ontain the fire, **E**vacuate.
- If you see or smell smoke, don't panic and remain calm.
- Only fight a fire if it is small and you have been trained to use fire fighting equipment.
- Sound the alarm and contact emergency services on 000.
- Prepare to evacuate – alert all persons and make sure they know where the assembly area is.
- Check that the evacuation route is clear of fire, smoke and other obstacles.
- Leave the area and close all doors as you go. This will help prevent the spread of fire.
- Evacuate all persons in an orderly manner. Evacuate those in immediate danger first.
- After all persons have evacuated, check all rooms in affected areas.
- Assist people with disabilities. Relocate them to a safe place and notify the fire and rescue service. Stay with them (if safe to do so).
- Prevent all persons from re-entering the premises unless it is deemed safe.
- Ensure all persons are accounted for at the assembly area – where possible.
- Do not allow people to leave the assembly area if possible.
- Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.

### Fire Safety Housekeeping:

All people should be aware of the following important information:

- Location of ALL emergency exits and equipment.
- Emergency Exits must be CLEAR & UNOBSTRUCTED.
- Items must not be stored near emergency equipment.
- Exit lighting should be ON at all times.

Fire fighting equipment should:

- Only be used in an emergency.
- Never be removed.
- Only be used by trained persons.
- Be specific to type of fire.
- Be inspected regularly and faults recorded.

## BUSHFIRE

### Response Guidelines

- Direct all persons to move or remain indoors and close all windows and doors.
- Turn air-conditioning off or put on re-circulated air cycle to stop smoke from being drawn inside.
- Contact Emergency Coordinator and contact emergency services on 000.
- Render any first aid if necessary.
- Monitor all people for symptoms of smoke exposure and duress.
- Emergency Coordinator to inform everybody of situation and any specific instructions.
- Emergency Officers should patrol the site for ember ignitions extinguishing them where it is safe to do so.
- Advise attending fire personnel of areas where attention is needed.
- Emergency Coordinator to contact the NSW Rural Fire Service (RFS) to ascertain the extent of the threat and determine an appropriate course of action. Ring 000, if appropriate.
- Brief ECT on the extent of the threat and place them on standby.
- Maintain contact with NSW Rural Fire Services and emergency services. Act on any instructions given.
- The State Emergency Operations Controller may direct the site to temporarily close in the event of a catastrophic fire danger rating being forecast.
- Additional information or assistance may be available via the District Emergency Management Officer (DEMO).

### If an evacuation is required:

- Follow evacuation procedures, ensure all buildings are clear.

### If you are caught in the open during a bushfire:

*This section is relevant for any outdoor activities and camps. Follow the instructions of the organiser of the activities or campsite.*

- Move to a low fuel area.
- Don't try to outrun the fire – move across the front of the fire to the flanks (sides).
- Move downhill - the most intense fire will be at the top of hills. Don't try to run through the flames unless you can clearly see behind them. This means flames less than 1m high and less than 3m deep. Move towards the flanks or back of the fire, and look for lulls in the fire to find flames of less intensity.
- If there is no possibility of escape STOP, LIE DOWN & COVER UP as far as possible. If your clothes catch fire ROLL on the ground to extinguish the flames.
- If possible COVER your mouth and nose with a wet cloth.
- REMAIN CALM and avoid exhaustion – plan your actions.

### Find an area that won't burn - the bigger the better.

- Avoid direct flame contact by getting to an area devoid of bushfire fuel.
- Look for large water bodies such as lakes, dams or creeks.
- Avoid areas of swampy vegetation, which can burn intensely.
- Avoid swimming pools, water tanks etc. During a fire water heats up very quickly and the oxygen is sapped out of the atmosphere, a state of collapse is reached in about three minutes.

## CHEMICAL SPILL/HAZARD

### CAUTION - CONFIRM IF AREA SAFE TO APPROACH

Do not enter an area where there is ANY risk of being exposed to toxic atmospheres. If in doubt - stay well clear (upwind if applicable) - inform Fire and Rescue Service and keep persons away.

#### Response guidelines:

- Inform Emergency Coordinator.
- Ensure affected area has been evacuated and that persons assemble in a well ventilated, safe area, upwind from the spill.
- Prevent unauthorised access to area - do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill.
- The NSW Fire and Rescue should be contacted if the spill:
  - has caused an evacuation,
  - entered drainage systems,
  - is of a size or nature which is beyond the resources and/or competency of on-site personnel to safely and effectively mitigate,
  - involves an unknown substance,
  - is highly flammable/explosive/poisonous.
- All information regarding the spill (including UN number if possible) should be reported to NSW Fire and Rescue on arrival.
- Recovery of a minor spillage of a chemical, if it can be recovered safely, will be the responsibility of the person responsible for the chemical. Note: If there is the slightest doubt regarding safety of response personnel or others, do not attempt to recover any spillage.
- Consideration should be given to building environmental conditions and a decision made as to whether further evacuation of the area is required.
- The spill should be contained as soon as possible, using appropriate absorbents if it is believed safe to do so. Particular attention should be paid to drains as these may need to be dammed using sandbags or other appropriate bunding.
- The person responsible for the chemical/s should continue to manage the spill as specified on the Safety Data Sheet (SDS) if trained to do so.
- Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.
- All waste should be removed consistent with regulatory requirements and the incident should be reported in accordance with regulatory legislation.

## CIVIL DISORDER/PICKETING/DEMONSTRATION

### Response guidelines:

- Immediately inform Emergency Coordinator.
- The Emergency Coordinator will inform the Police by calling 000.
- The Emergency Coordinator should keep demonstrators under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motives, intentions, mood and location.
- Implement lockdown procedures where appropriate.

If there is a risk to people's safety or of unlawful building entry, then direct employees as follows:

- Take steps to restrict access to building by the demonstrator/s.
- Secure critical records, equipment and valuable items (if safe to do so).
- Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
- Be mindful of possible diversionary tactics by demonstrators to mask criminal activity.
- Removal of trespassers will usually be performed by police (and Security where applicable).
- Consult with a parish warned and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.

### Crowd-Unruly Behaviour:

Continuous monitoring of crowd behaviour by Emergency Officers provides the best opportunity for early detection of possible troublemakers.

In the event of an incident involving unruly behaviour, the rapid intervention by Police and removal of persons involved is essential to minimise the risk to any persons. It is therefore important for Emergency Officers observing indications of trouble to promptly report their observations to Police or Emergency Coordinator.

Emergency Officers in the area of the incident should be mindful of the impact it can have on unaffected persons in the vicinity, and where necessary, as a precaution, there may be a need to temporarily move those not directly involved away from the scene to create a safety buffer.

## DECEASED PERSON

### Response Guidelines:

- Remain calm.
- Inform Emergency Coordinator.
- The Emergency Coordinator will inform the Police by calling 000.
- Isolate the site where the incident has occurred.
- Segregate any witnesses in a private area away from incident scene.
- Segregate any friends/colleagues of the deceased in a private area away from incident scene.
- Disperse any spectators.
- Avoid contact with blood and other body fluids by using protective gloves.
- If practicable, cover the body and make sure that it cannot be disturbed.
- Do not interfere with any evidence.
- Comfort witnesses and colleagues.
- Request Police to advise Senior Minister when next of kin have been informed.
- Consult with a parish warden and follow up the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.

## ELECTRIC SHOCK

### Response Guidelines:

- Avoid direct contact with the affected person while they are in contact with the electrical current.
- Break the contact by switching off the current if possible, or by contacting service provider.
- **For low voltage only, less than 1000 volts (Most power points are 240 volts):** If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or leg.  
**Note: Do not use any materials that conduct electricity (e.g. metal) or anything moist.**
- Call 000.
- Permit first aid when the situation is safe (i.e. when the current has been switched off).
- Inform Emergency Coordinator.
- Consult with parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.

### Note:

- Electric shock may stun a person, stop their breathing and cause severe burns to skin and internal organs. Injuries can be fatal.
- Always seek medical advice. Electric shock could cause the heart to stop or beat erratically.

## EXPLOSION

- Inform Emergency Coordinator. The Emergency Coordinator will inform the Emergency Services by calling 000.
- Consult with parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.
- Evacuate all persons from the area.
- Seriously injured persons should be treated at the scene by first aiders.
- Persons suffering minor injuries should be evacuated and treated at the Assembly Area.
- Those who are obviously deceased must not be moved.
- Coordinate fire fighting efforts, if safe to do so.
- Emergency Coordinator to coordinate:
  - Isolation or shut down of equipment which could be hazardous to rescue operations.
  - A survey of the building for any signs of structural damage and if suspect - place off-limits.

# FIRE EQUIPMENT

## Portable Fire Extinguisher Guide

T +61 3 9890 1544  
 F +61 3 9890 1577  
 E sales@fpaa.com.au  
 E technical@fpaa.com.au  
 W www.fpaa.com.au



		Type of Fire, Class and Suitability						Comments	D Metal Fires
Pre 1997	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats		
		Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	Use only special purpose extinguishers and seek expert advice.
		Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment	
		Foam*	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment	
		Powder	(ABE) ✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different	
			(BE) ✗	✓	✓	✓	✓		
		Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires	
		Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons.	
		Fire Blanket	LIMITED*	LIMITED	✗	✗	✓	* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.	

**LEGEND**  
 ✓ = the class or classes in which agent is most effective  
 ✗ = not recommend for these class of fires  
 For more information go to: www.fpaa.com.au  
 LIMITED = indicates that the Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability  
 \* Solvents such as alcohol or acetone mix with water and therefore require special foam  
 © FPA Australia ABN 30 005 366 576

Fire extinguisher chart provided by the Fire Protection Association of Australia.

### How to use a fire extinguisher

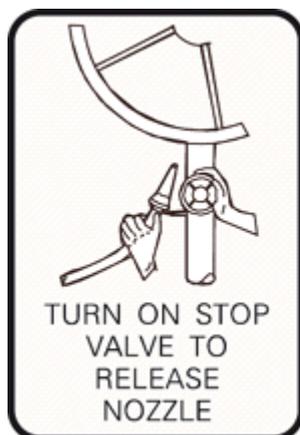
- Only attempt to fight a small fire. i.e. waste paper bin.
- Make sure you have a clear escape path. Stay upwind of smoke.
- Never work alone.
- Check that you have the correct extinguisher for the type of fire.
- **P**ull the PIN in the handle and test the extinguisher before you approach the fire.
- **A**im the extinguisher at the base of the fire.
- **S**queeze the handle of the extinguisher.
- **S**weep extinguisher from side to side across the base of the fire.
- Make sure the fire is out. If it reignites, repeat the above process.

Note: do not attempt to fight a fire unless you have been trained to use fire fighting equipment.

## FIRE EQUIPMENT (Continued)

### Hose Reels

- Turn on the stop valve
- Run out the length of the hose as required
- Turn on the water at the nozzle, direct the stream at base of fire
- Ensure you leave a direct egress path between you and the nearest exit door/ egress route



### Fire Blankets:

- Pull on the tabs to release the fire blanket
- Open the fire blanket and hold it in front of you to shield your body, hands and face from the fire.
- Cover the burning material completely, ensuring there are no gaps for oxygen to reach the fire.
- Shut off any gas or other fuel supply involved in the fire, and contact the fire department if you have not done so already.
- Leave the blanket in place for at least 30 minutes to allow the oil or fat to cool (Unless being used on a person).
- Always read the instructions for your Fire Blanket before use.

**Note: Fire Blankets are not designed for re-use! It is essential that you dispose of your Fire Blanket once it has been employed.**



## **GAS LEAK**

### **Response Guidelines**

- CONFIRM AREA IS SAFE TO APPROACH.
- Do not enter any confined area where there is the slightest risk of being overcome by gas.
- Where applicable, evacuate persons from the affected area and assemble them in a well ventilated area where they are not exposed to further risk.
- If safe to do so, isolate gas supply.
- Notify Emergency Coordinator.
- Ensure that there are no ignition sources in the affected area.
- Notify NSW Fire and Rescue, and gas supplier.
- If is a major leak, it may become necessary to evacuate all, or a substantial part of the building.
- Consult with parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.
- Report incident in accordance with regulatory legislation.

## **MEDICAL EMERGENCY**

### **Response Guidelines**

- Call 000 and request an ambulance – the operator will ask you to describe the condition of the casualty and may give you some first-aid advice over the telephone.
- Contact the Emergency Coordinator. First Aiders will be informed of the situation.
- Commence first-aid treatment on the casualty as quickly as possible (if trained to do so).
- Avoid moving the casualty unless absolutely necessary. If you have to move them due to risk of further injury, do so under the careful instruction of your first-aid officer.
- If the casualty is conscious, provide reassurance whilst they receive first-aid treatment.
- Do not provide casualty anything to eat or drink.
- Nominate someone to direct emergency services to an area close to the casualty.
- Make sure there is a clear path for ambulance officers to access the casualty.
- Provide ambulance officers with a brief update on the casualty's condition. First-aiders should remain with the casualty to assist ambulance officers.
- Contact the casualty's 'next of kin' and provide them with details of the incident.
- Consult with parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.
- Complete the Risk Management Incident Report as found on the SDS Risk Management web page.

## SEVERE STORM

### Response Guidelines

- On notification of impending severe storm, Emergency Coordinator to make announcement and give instructions on actions to take.
- Move all people indoors, ensuring they avoid downed electrical power lines, utility poles, trees and any other hazards.
- Close all windows, curtains, blinds and external doors.
- Remain inside buildings and keep away from exposed windows.
- Move computers and valuables away from windows or items that may fall.
- Turn off electrical appliances.
- Be aware that lightning strikes may cause power failure affecting services such as lighting, lifts, heating or air conditioning, ventilation and building fire systems.
- Seek shelter under tables or desks and away from items such as bookcases and other furniture that may fall or slide.
- Refrain from using the telephone immediately, unless a serious injury needs to be reported.
- Emergency Coordinator to announce when the storm has passed.

## STRUCTURAL DAMAGE TO BUILDING

### Response Guidelines

- Evacuate persons immediately and/or keep away from the area until it has been professionally inspected to determine structural integrity.
- Inform Emergency Coordinator of situation.
- Isolate the area with consideration to falling debris.
- Isolate gas and electrical supply to affected area from external point, if appropriate.
- Advise all people on site of the situation and the "out of bound" area.
- Consult with a parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.
- Report incident in accordance with a regulatory legislation.

### **Where there is no risk of structural collapse, but there is the possibility of objects falling from the structure (e.g. window failure):**

- Immediately isolate the area below.
- Inform the Emergency Coordinator.
- Advise all people on site of the situation and the "out of bound" area.
- Maintain isolation until repair is completed.
- Consult with parish warden and follow the notification procedure to be found in the Supplement to Module 1 of the Risk Management Program.
- Report incident in accordance with regulatory legislation.

## WATER LEAK/BURST WATER PIPE

**Subject to the extent and location of the water leak, it may be necessary to:**

- Move persons away from the affected area.
- Notify one of the church wardens, the Emergency Coordinator or one of the Emergency Officers.
- Shut off electricity to the affected area.
- If practicable, isolate source of flooding/water leakage.
- Prevent unauthorised access to the affected area.
- Water soaked materials should not be placed in an area where they might cause collateral water damage to other materials. Eg. rugs, carpets etc.
- Follow-up action may involve the pumping out of the affected area and the removal of undamaged materials.

# Appendix 1 - Definitions

## **Armed Person**

A person who is in possession of an offensive weapon, or instrument. Note: where it is strongly suspected that a person is carrying a weapon or instrument, he or she should be treated as an armed person.

## **Assembly Point**

Designated place where clergy, staff, parishioners and visitors may be taken/assembled in the event of an evacuation.

## **Bomb**

Can be of any size or shape, can look obvious or be camouflaged, may vary in its sophistication, may explode or may not necessarily explode (i.e., incendiary, chemical, radiological, sharps, animals/reptiles).

## **Bomb threat**

A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time or date or place or against any specific person or organization.

## **Building, structure and workplace**

A building, structure or workplace that is occupied by people, i.e. offices, schools, factories, public buildings, shopping complexes, apartment buildings, or a place that may be occupied by people.

## **Confrontation**

A situation involving high risk of injury to personnel by a person (or persons) who may or may not be armed.

## **Emergency**

Any event which arises from internal or external sources, and which may adversely affect persons or the community generally, and requires an immediate response.

## **Emergency Control Team (ECT)**

A structured organisation that will initiate an appropriate response to emergency situations.

## **Emergency Coordinator**

The person who is in overall charge of emergency management, planning and operations. This will usually be the Risk Management Coordinator or a church warden.

## **Emergency Officer**

A person available on-site, with clearly defined responsibilities in relation to the facility's emergency plans.

## **Emergency Plan**

A documented scheme of assigned responsibilities, actions and guidelines, required in the event of an emergency.

## **Emergency Planning Committee (EPC)**

A committee responsible for establishing an emergency plan, emergency response procedures and an ECT.

## **External Emergency**

An event that arises externally to the site and may necessitate allocation of resources to an external site or preparation for reception of a significant number of victims (or both).

## **Internal Emergency**

A sudden event which arises internally and which may be caused by an internal or external source, and may adversely affect the safety of persons in the site, requiring an immediate response by the occupants.

## **May**

Indicates the existence of an option.

## **Medical Emergency**

Any event in which trained personnel are required to respond effectively to a medical crisis within or beyond the accepted routine of the site or facility.

## **Mobility Impaired Person**

A person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.

## **Should**

Indicates a recommendation.

## **Safe place**

- A place of safety within a building, structure or workplace which is not under threat from an emergency; and from which people are able to disperse after escaping the effect of an emergency to a road or open space.
- A roadside or open space.

## **Training exercise**

An activity simulating an emergency event through activation of alarms and deployment of personnel, in order to:

- review/test the planning process and procedures.
- identify needs and planning inadequacies.
- demonstrate capabilities and communication.
- foster working together as a team.

## **UN Number**

UN Numbers are four-digit numbers that identify hazardous substances and articles (such as explosives, flammable liquids, toxic substances, etc.)

## **Will**

Indicates that a statement is mandatory.

## **Workplace**

See relevant Commonwealth and State Work Health and Safety statutes.

## Appendix 2 – List of Abbreviations

<b>AS</b>	Australian Standard
<b>ECT</b>	Emergency Control Team
<b>ECP</b>	Emergency Control Point
<b>EPC</b>	Emergency Planning Committee
<b>EWIS</b>	Emergency Warning and Intercommunication System
<b>FIP</b>	Fire Indicator Panel
<b>IED</b>	Improvised Explosive Device
<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>WIP</b>	Emergency Officer Intercommunication Point

# Appendix 3 - Bomb Threat Checklist

## ACTION:

- Take every threat seriously
- Ring the Police on 000
- Commence emergency evacuation



## Anglican Church Diocese of Sydney

### BOMB THREAT CHECKLIST FOR PARISHES

#### Exact wording of the threat:

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#### Questions to ask:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make the bomb explode? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What is in the bomb? \_\_\_\_\_

Explosive? What type? \_\_\_\_\_

Chemical? What type? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

When did you put it there? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

What is your name? \_\_\_\_\_

Where are you now? \_\_\_\_\_

What is your address? \_\_\_\_\_

#### Call Taken:

Date \_\_\_\_\_ Duration of call \_\_\_\_\_ minutes

Time \_\_\_\_\_ Phone Number Called \_\_\_\_\_

#### Person who received the call:

Name ..... Phone number .....



## Observations :

<b>Telephone trace</b>	
Caller's number shown on your phone? .....	
Local call / STD? .....	
<b>Caller's voice</b>	
Sex .....	Estimated age .....
Accent (describe) .....	Any impediment (describe) .....
Voice (loud, soft, etc) .....	Speech (fast, slow, etc) .....
Diction (clear, muffled, etc) .....	Manner (calm, excited, etc) .....
Did you recognise the voice? .....	If so, who do you think it was? .....
Was the caller familiar with the area and your property? What did they say? .....	
<b>Threat Language</b>	
Well spoken and clear? .....	Rambling or incoherent? .....
Message read by caller? .....	Message taped? .....
Abusive? .....	Other? .....
<b>Background noises</b>	
Did you recognise anything? .....	
Street noises? .....	House / building noises? .....
Aircraft, railway, trucks, cars? .....	
Voices? .....	Music? .....
Machinery? .....	Other? .....

## Remember :

-  Take every threat seriously
-  Ring the Police on 000
-  Commence emergency evacuation
-  If the device is located, do not attempt to move it or touch it

# Appendix 4 – Evacuation Checklist

This checklist should be used by the Emergency Coordinator during and immediately following an emergency incident.

✓	<b>Emergency Task</b>
<input type="checkbox"/>	Determine nature of emergency and appropriate course of action.
<input type="checkbox"/>	Evacuate <b>immediately</b> if there is danger to people.
<input type="checkbox"/>	Call emergency services on 000 – ask for fire, ambulance or police.
<input type="checkbox"/>	Conduct a search of the premises (each area to be searched by allocated Emergency Officer).
<input type="checkbox"/>	Nominate someone to direct emergency services to building entrance.
<input type="checkbox"/>	Brief emergency services on arrival – type, scope & location of incident.
<input type="checkbox"/>	Prevent all people from re-entering premises until deemed safe.
<input type="checkbox"/>	Ensure all people are accounted for at assembly area (where possible).
<input type="checkbox"/>	Provide first-aid to injured persons whilst waiting for emergency help.
<input type="checkbox"/>	Notify emergency services immediately of injuries, even minor ones.
<input type="checkbox"/>	For persons who suffered injuries, ensure that you contact 'next of kin'.
<input type="checkbox"/>	Contact tradespersons to secure the premises to prevent theft or further damage.
<input type="checkbox"/>	After incident, conduct a debrief with all relevant persons on what happened and why.
<input type="checkbox"/>	Contact your insurer & report the incident, including any injuries incurred.
<input type="checkbox"/>	Organise counselling for people who are traumatised by the incident.
<input type="checkbox"/>	Write a brief report on what happened, injuries sustained & the actions taken (by yourself and others).
<input type="checkbox"/>	Consider media and external public relations – refer to your Bishop for advice before making public statements.

# Appendix 5 – Sample PEEP

## PERSONAL EMERGENCY EVACUTION PLAN

*This form is to be completed by any person (or on behalf of any person) who has a mobility impairment.*

Name: \_\_\_\_\_

Location:

Building/Facility \_\_\_\_\_

Floor \_\_\_\_\_

Other Information: \_\_\_\_\_

Is an Assistance animal involved?                      Yes                       No

Are you trained in the emergency response procedures?                      Yes                       No

Preferred method of Notification of Emergency:

*(Please state, e.g. visual alarm, audible alarm, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of assistance required:

*(Please list procedures necessary for assistance.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment required for evacuation:

*(Will normally be supplied by the person. E.g. wheelchair, walking stick etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Egress procedure:  
(Give step by step details.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Designated assistants:  
(Please list the name/s of the person/s usually on site to assist you)

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Are your designated assistants trained in the emergency response procedures?  
(Including the evacuation procedures)

Yes       No

Diagram of preferred route for assisted evacuation:  
(Please provide diagram)