Emergency Preparedness

Introduction

The Church is committed to ensuring the health and safety of all its workers, worshippers and other persons at Church sites. Through this commitment PCQ has developed emergency procedures to ensure that in the event of an emergency there are processes in place to ensure the appropriate management.

Purpose

To outline the processes required to ensure that all workplaces within the Church are prepared and key parties have a thorough understanding of the action required in the event of an emergency.

An emergency can develop from a number of causes outlined below. Each site within the Church is responsible for developing an individual Emergency Management Plan (EMP). In the case of a Church activity (e.g. working bee, function), the Work Coordinator should develop an EMP that takes into account the potential emergency circumstances that may arise where the activity is to occur.

If a Presbytery has more than one site, the responsible person must conduct a risk assessment on the potential emergencies and determine if an EMP plan is required for each site or if one EMP plan is suitable with separate evacuation plans for each site.

The EMP must identify the scope of the EMP, outline emergency procedures, testing of emergency equipment and process for training, information and instruction. This procedure outlines the general guidelines only.

Legislative Requirements

WHS Act 2011 (QLD) - [Work Health and Safety Act 2011 - Queensland Legislation - Queensland Government](#)

WHS Regulations 2011 (QLD) - [Work Health and Safety Regulation 2011 (legislation.qld.gov.au)](#)

Building Fire Safety Regulation 2008 (QLD) - [Building Fire Safety Regulation 2008 (legislation.qld.gov.au)](#)

Fire Safety Management Tool for Owner/Occupiers - [Building Fire Safety Management Tool and Advisory Notes](#)

How to write an Emergency Plan - [Develop an emergency management plan | business.gov.au](#)

Procedure

Stage 1

Potential Emergencies

Step 1

Each Presbytery/Charge/Committee must identify all potential emergency circumstances (both internal and external) which may impact the workplaces within their area of responsibility. These may include:

Internal emergency situations:	External emergency situations:
Fire	Bush fires
Explosion	Flood
Bomb threat / suspicious package	Explosion
Hazardous material spill / toxic emission	Civil disturbance
Security breach / civic disturbance	Storms
Aggressive or violent incidents	Other natural disasters
Service failure	Neighbouring businesses
Medical	Other external hazards

Stage 2

Emergency Equipment

Step 2

Review Emergency Equipment

All sites must review their emergency equipment to ensure it meets the requirement of the Building Code of Australia, part E.1 and the Australian Standard *AS-2444: Portable fire extinguishers and fire blankets – Selection and location* requirements. Where the activity is a Church event or function, the organisers should identify any requirement for portable equipment (e.g. fire extinguishers, fire blankets).

If assistance is required, the matter should be referred to the Committee of Management. Matters that cannot be resolved by the Committee of Management should be escalated to the Assembly.

Step 3

Detail use and maintenance of equipment required to deal with specific types of emergencies.

Stage 3

Emergency roles and responsibilities

Step 4

Each Presbytery/Charge/Committee must clearly allocate roles and responsibilities for specific actions in an emergency to persons with appropriate skills (such as wardens/first aiders). Clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the workplace must be documented.

Step 5

Emergency coordinator/chief warden and wardens (Emergency Management Team – EMT) must be identifiable to all workers and emergency services. This may be achieved through coloured helmets, vests etc. Equipment colours must align with Australian Standard *AS3745-2010 Planning for Emergencies in facilities*. The current identification colours are:

- Chief Warden White
- Deputy Warden White
- Communication Officer White
- Floor/Area Warden Yellow
- Warden Red
- First Aid Officers Green

In the case of a specific Church activity (e.g. worship service), the responsible person should determine the appropriate makeup of the EMT as the makeup and roles of the EMT should be adapted to the requirement of the Church activity.

Stage 4

Communication

Step 6

Each site must indicate who will activate the alarms and who will alert all workers and other persons at the site.

Step 7

Each site must have a site plan that outlines the location of fire protection equipment, emergency exits, assembly points, emergency phone numbers and if required out of hours contacts. The plan should be displayed throughout the site.

Stage 5

Evacuation Procedure

Step 8

The EMP will include specific evacuation procedures, relevant to the emergency situations identified for the site, which will detail:

- Process for assisting any workers or other persons who require mobility assistance to evacuate
- Specific procedures for critical functions such as a power shut-off (where required);
- Identification of assembly areas
- Any potential traffic restrictions
- Access for emergency services (such as ambulances) and their ability to get close to work areas
- Personnel checks (including how neighbouring businesses will be advised of the evacuation)
- After-hours emergency response

Stage 6

Training

Step 9

The site will organise the following emergency training where appropriate:

- Emergency coordinator/chief warden and warden training –
- Evacuation drills – Each site much conduct evacuation drills on a regular basis (at least annually). Drills must be documented with outcomes, improvement and change to evacuation procedure/plan. It is recommended that different potential emergencies be utilised in a drill.
- Workers– All new workers should be provided with training, instruction and information on commencement of their engagement at the site. Training should be provided on a regular basis (at least biennially)

Stage 7

EMP Review

Step 10

Sites must review their EMP on an annual basis, following evacuation drills and emergencies.