

## **16.20 EMERGENCY PREPAREDNESS**

### **16.20.1 INTRODUCTION**

The Diocese is committed to ensuring the health and safety of all its workers. Through this commitment the Diocese has developed emergency procedures to ensure that in the event of an emergency there are processes in place to ensure the appropriate management.

### **16.20.2 PURPOSE**

To outline the processes required to ensure that all workplaces within the Diocese 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 Parish within the Diocese is responsible for developing an individual Emergency Management Plan (EMP).

If a Parish has more than one site, the Parish 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 potential and scope of the EMP, outlines emergency procedures, testing of emergency equipment and training, information and instruction. This procedure outlines the general guidelines only.

### **16.20.3 LEGISLATIVE REQUIREMENTS**

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)

#### **16.20.4 PROCEDURE**

##### **Stage 1 Potential Emergency Situations**

Step 1 All parishes must identify all possible emergency situations (both internal and external) which may impact the sites within their parish. These may include:

Internal emergency situations:

- Fire
- Explosion
- Bomb threat/suspicious package
- Hazardous material spill/toxic emissions
- Security breach/civil disturbance
- Aggressive or violent incidents
- Service failure
- Medical

External emergency situations:

- Bush fires
- Flood
- Explosion
- Civil disturbance
- Storms
- Other natural disasters
- Neighbouring businesses
- Other external hazards

##### **Stage 2 Emergency Equipment**

Step 2 Review emergency equipment.

All Parishes shall review their emergency fire fighting equipment to ensure it meets the requirement of the Building Code of Australia, part E.1 and the Australian Standards.

If assistance is required contact the WHS Officer.

Step 3 Detail use and maintenance of equipment required to deal with specific types of emergencies ie fire extinguishers, fire blanket and first aid kit.

##### **Stage 3 Emergency roles and responsibilities**

Step 4 Each parish must clearly allocate roles and responsibilities for specific actions in an emergency to persons with appropriate skills (such as Churchwardens/ first aiders, Parish Council Safety Delegate). 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 must be identifiable to all workers and emergency services. This may be achieved through coloured helmets, vests etc. Equipment colours must align with *AS3745-2010 Planning for Emergencies in facilities*. The current identification colours are:

- Churchwarden – Red
- First Aid Officers – Green
- Parish Council Safety Delegate - Yellow

#### **Stage 4 Communication**

Step 6 Each parish must indicate who will activate the alarms and who will alert all workers and other persons at the site.

Step 7 Each parish 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 Emergency Management Plan (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 parish will organise the following emergency training for:

- Emergency Coordinator/Warden, First Aiders' and Church Parish Council Delegate
- Evacuation drills – Each site must 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 with the Parish. Training should be provided on a regular basis (at least biennially)

**Stage 7      Emergency Management Plan (EMP) Review**

Step 10      Parishes must review their EMP on an annual basis, following evacuation drills and emergencies.