



Eastwood Community Baptist Church

Emergency Evacuation Policy

1. Overview

1.1 These guidelines are intended to establish the procedures to be adopted in the event of any emergency which may require partial or total evacuation of the Church buildings. Evacuation from buildings may be necessary as the result of fire, explosion, chemical leak, structural fault, equipment failure or bomb threat. These guidelines have been prepared principally for fire emergencies, but they are suitable for use in other emergencies.

1.2 These procedures have been developed for use in all Church buildings.

1.3 In order to avoid delay, confusion and possible injury in the event of an emergency, it is essential that evacuation procedures and organisational arrangements are well understood and regularly practised by Church volunteers and employees.

2. Purpose

2.1 The purpose of the Emergency Evacuation Procedures is to provide for:

- Fire and hazard prevention;
- Safe and orderly evacuation of people from the building in an emergency;
- Early control of the fire or emergency; and
- Speedy resumption of duties once the emergency is brought under control.

3. Emergency Organisation

3.1 The system of coordination for Emergency Evacuation Procedures is outlined below:

- The Chief Fire Warden and five (5) Area Wardens (these are elected from the Diaconate).

3.2 Emergency Coordinator

3.2.1 Appointment:

The Chief Fire Warden at Eastwood Community Baptist Church is the Work Health and Safety Officer.

In the absence of the officer, the Senior Pastor will assume the role and responsibilities of Chief Fire Warden of Eastwood Community Baptist Church.

The role of Work Health and Safety Officer is appointed by the Church members of Eastwood Community Baptist Church at the Annual General Meeting or under circumstances which require the appointment of a new Work Health and Safety Officer.

3.2.2 Responsibilities:

The Chief Fire Warden shall be responsible for overall coordination of actions in connection with Emergency Evacuation Procedures. He/she is responsible for:

Before Fire or Emergency:

- o Ensuring that personnel responsible for emergency evacuation are aware of their responsibilities.

In the case of Fire or Emergency:

- o Checking that the alarm has been relayed to the Fire Service.
- o Ensuring that designated duties are correctly and promptly carried out.
- o Acting as liaison officer with Police, Fire Service and other emergency services.
- o Ensuring that all emergency service personnel are directed to the building involved in the emergency.
- o Liaison with the Area Warden for the building involved in the fire or emergency.
- o Advising staff and visitors when it is safe to re-enter the building/s.

3.3 Floor and Area Wardens

3.3.1 Appointment: Area Wardens should be appointed for each designated area of the building as directed by the Chief Fire Warden.

3.3.2 The general selection criteria for Area Wardens is by appointment to the Diaconate as elected by the members of Eastwood Community Baptist Church.

3.3.3 Responsibility: Before Fire or Emergency Floor and Area Wardens should:

- Familiarize themselves with the area for which they have responsibility;
- Familiarize themselves with potential problem areas such as rooms leading off blind passages, doors leading to dead ends, toilets or changing rooms;
- Identify people who will require special assistance during evacuation;
- Identify means of egress and alternative means of escape; and
- Identify location of fire fighting or emergency equipment.
- Procedures and the correct use of fire fighting and emergency equipment.
- Ensure that fire fighting and emergency equipment is in its correct position (as shown on the displayed floor plans) and ready for use.

- Ensure that passageways and exits are kept clear at all times.
- Ensure that notices required by these Procedures are kept current and prominently displayed.

3.3.4 In the case of Fire or Emergency: Until the arrival or the direction of the Chief Fire Warden, the Area Warden will control all evacuation and fire fighting (use of fire extinguishers) in their area. The Area Warden should:

- Check the source, type and severity of the emergency.
- Order the evacuation of the area if necessary.
- Ensure that all occupants of the area are aware that evacuation of the floor is necessary, and direct the occupants to the nearest accessible exit or escape, through which they should proceed to the designated assembly area.
- Ensure that evacuation from the area is orderly
- Ensure that necessary assistance is given to disabled and other persons in need of special care.
- Check doors to ensure that they are closed and kept closed except during the escape of occupants.
- Provided it is safe to do so, make a thorough search of the whole area to ensure that no persons remain.
- Advise the Chief Fire Warden when evacuation is completed.
- Assist the Chief Fire Warden in checking that all building occupants have arrived at the assembly area.

3.3.5 It should be emphasised that the primary role of Wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

4. Assistance for Disabled Persons

4.1 Evacuation procedures from buildings should include procedures for caring for the disabled.

4.2 For the purposes of evacuation procedures, people should be considered as disabled if they are unable to evacuate the building without assistance, or if their time to exit the building would be much greater than the average building occupant.

4.3 Wardens should be aware of disabled persons within their area. In the case of permanent occupants of the building who are disabled, wardens should make a record of their name to ensure that assistance can be rendered should evacuation be necessary which would be updated periodically by the Wardens.

4.4 Where disabled visitors may be present, procedures should be implemented so that church representatives can assist such persons.

4.5 During evacuation, disabled persons should be assisted to "safe" areas. Where possible, procedures should provide for alternative "safe" areas.

4.6 The Area Wardens should inform the Chief Fire Warden of the number of disabled persons, the location and the nature and extent of their disability at the completion of the general evacuation of the floor. The Chief Fire Warden should advise the Fire Service, on its arrival, of the situation on each floor. The Fire Service will determine what further action should be taken for the safety of disabled persons.

4.7 It is important that disabled persons participate in the regular fire drills conducted for the Church.

5. Evacuation of Visitors

5.1 When an evacuation alarm is sounded, **any person in charge of a ministry, group or other meeting** should instruct visitors to proceed quietly and quickly to the nearest exit - which should be nominated. When all visitors have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.

5.2 At the start of the year, ministry leaders must ensure that these procedures and the location of emergency exits and assembly points are brought to the attention of all assistants within the ministry.

6. Action by Individual Occupants

6.1 Before a **FIRE or EMERGENCY**: All occupants should make themselves familiar with the Emergency Evacuation Procedures for their building, the location of fire exits and the operation of fire fighting and emergency equipment.

6.2 In the case of FIRE or EMERGENCY:

6.2.1 If you discover a fire or emergency:

- Sound the fire alarm system located in the Church Main Kitchen or in the Church Sanctuary on the wall adjacent to the light system at the front of the Sanctuary.
- Notify the appropriate emergency service contact number (000) of:
 - o Details of location, type and scale of the emergency, and
 - o The name and location of the caller.
- Alert other people in the vicinity and notify the Area Warden.
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

6.2.2 If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the Area Warden:

- Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the Church to await further instructions.
- Listen to and follow instructions from the Wardens.
- In order to prevent injury and possible panic during evacuation:
 - o Do not run, push, or overtake
 - o Use stairs and footpaths provided
 - o Do not return to the room where you were
 - o Do not return to the building until the "all clear" is given by the Chief Fire Warden or Fire Service.

6.2.3 Outside of normal operating hours

- On hearing the fire alarm, occupants should evacuate the building.

7. Emergency Evacuation Information

7.1 The Work Health and Safety Officer should arrange for a sign to be placed at a prominent position on each floor or in each area showing the following:

- The name of the Building and Floor number or area description. A brief statement of evacuation procedures, such as:
 - o Alert Fire Service, and/or other emergency service, using the appropriate call-out number (000)
 - o Warn people in the vicinity
 - o Evacuate the building, if necessary
 - o If safe, confine the fire or other source of danger
- The location of the assembly area.
- A floor plan showing the location of:
 - o fire exits and escape routes
 - o manual alarm points
 - o fire extinguishers, and other emergency equipment
- The names (and mobile telephone numbers) of the:
 - o Senior Pastor
 - o Associate Pastor
 - o Church Secretary and Church Property Officer as appointed.