**Emergency Management / Disaster Recovery Plan**

Contents

[1. PURPOSE / SCOPE 3](#_Toc207618779)

[2. EMERGENCY CONTACT DETAILS 3](#_Toc207618780)

[2.1. Emergency services 3](#_Toc207618781)

[2.2. Worksite Contacts 3](#_Toc207618782)

[2.3. Local / other organisations contacts 3](#_Toc207618783)

[2.4. Worksite key holders 4](#_Toc207618784)

[2.5. Utilities 4](#_Toc207618785)

[3. EMERGENCY CONTROL ORGANISATION (ECO) 4](#_Toc207618786)

[3.1. Appointment of the Emergency Control Organisation (ECO) 5](#_Toc207618787)

[3.2. Primary roles and responsibilities of ECO 5](#_Toc207618788)

[4. EMERGENCY SITUATIONS COVERED 6](#_Toc207618789)

[5. EMERGENCY RESPONSE PROCEDURES 7](#_Toc207618790)

[5.1. EVACUATION PROCEDURE 7](#_Toc207618791)

[5.2. AMENITIES FAILURE (GAS, ELECTRICITY, WATER) 7](#_Toc207618792)

[5.3. BOMB THREAT / PERSONAL THREAT 8](#_Toc207618793)

[5.4. BUSHFIRES 9](#_Toc207618794)

[5.5. FIRE 9](#_Toc207618795)

[5.6. FLOOD & WATER DAMAGE 9](#_Toc207618796)

[5.7. MEDICAL EMERGENCY 9](#_Toc207618797)

[5.8. PANDEMIC 10](#_Toc207618798)

[6. EVACUATION DIAGRAM 10](#_Toc207618799)

[7. EVACUATION DRILLS 10](#_Toc207618800)

[8. COMMUNICATION OF THE EMERGENCY MANAGEMENT/DISASTER RECOVERY PLAN 10](#_Toc207618801)

[9. MAINTENANCE AND TESTING OF FIRE PROTECTION EQUIPMENT 11](#_Toc207618802)

[10. DISTRIBUTION OF THE EMERGENCY MANAGEMENT / DISASTER RECOVERY PLAN 11](#_Toc207618803)

[11. REVIEW 11](#_Toc207618804)

# PURPOSE / SCOPE

The purpose of this Emergency Management / Disaster Recovery Plan is to document the arrangements, and procedures relating to the response and management of any emergency which may arise at this site and how the Parish will respond to disasters affecting its facilities following the initial emergency response.

Where the church is in close proximity and share the facility with a Catholic School, the emergency response shall be guided by the School during normal school hours.

# EMERGENCY CONTACT DETAILS

Emergency Contacts will be documented, maintained and displayed <*insert locations e.g. on noticeboards*>.

A copy of the site Emergency Contacts is attached to this plan.

## Emergency services

In an emergency requiring **Police, Ambulance**, and **MFS/CFS** attendance, call 000.

## Worksite Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone(After Hours) | Mobile |
| Parish Priest |       |       |       |       |
| First Aid Officer |       |       |       |       |
| Counsellor / EAP | ACCESS | 1300 667 700 | 1300 667 700 | N/A |
| Contact Officer |       |       |       |       |
| <Add contacts as required> |       |       |       |       |

## Local / other organisations contacts

|  |  |
| --- | --- |
| **Organisation / s** | **Phone** |
| Police, MFS / CFS, Ambulance | 000 (mobile 112) |
| SES (flood, storm and earthquake) | 132 500 |
| Poisons Information Centre | 13 11 26 |
| Hospital/s  |       |
| Catholic Safety and Injury Management (CSaIM) | 8210 8101A/H 0417 534 020 |
| Gas Provider |       |
| SA Power Networks | 13 13 66 |
| SA Water  | 1300 729 283 |
| Local Council |       |
| Security / Alarm company |       |
| Locksmith |       |
| Preferred Plumber |       |
| Preferred Electrician |       |
| Local Government  |       |
| Glazier |       |
| <Add contacts as required> |       |

## Worksite key holders

|  |  |
| --- | --- |
| **Number / Id of key** | **Positions** |
| #XXXXXXX | Parish Priest |
| Record all other key’s issued | *Record remaining key staff / workers here* |
|  | *Contractors who may be provided with specific keys e.g. MFS/CFS, lift companies* |

## Utilities

|  |
| --- |
| **Utilities** |
| Type | Location | Shut off instruction |
| Electricity |       |       |
| Gas |       |       |
| Water |       |       |

Recommend including a map to show location/s

# EMERGENCY CONTROL ORGANISATION (ECO)

The primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety shall take precedence over asset protection during and emergency,

The ECO should have clearly documented pre-emergency, emergency and post-emergency duties and responsibilities. Duties of the ECO shall include the following:

* Identify events that could reasonably produce emergency situations.
* Develop an emergency plan for each site.
* Ensure resources are available for the development and implementation of the emergency plan.
* Nominate the validity period of the emergency plan and evacuation diagrams (maximum 5 years).
* Ensure information in the emergency plan is made available to relevant persons.
* Establish chief warden/s and warden/s as per the emergency plan.
* Meet after an emergency, exercise or during any change that may impact the emergency plan, alternatively, at least annually to discuss and implement possible improvements and changes to the emergency plan.

## Appointment of the Emergency Control Organisation (ECO)

The appointment of an ECO is required to assist occupants at the Parish complex in case of an emergency. Due to the varied nature of activities at the parish, the following is recommended:

***Chief Warden*** duties should be performed by the person in charge of an event, such as:

* Mass services - Parish Priest (Commentator, Reader)
* Parish office (during office hours) – Parish Administrator

## Primary roles and responsibilities of ECO

In addition to the roles and responsibilities of the chief warden, as captured in the emergency procedures, the parish priest and/or WHS coordinator shall assist with the following:

**Pre-emergency**:

* Ensure that chief warden is aware of their role and responsibilities.
* Ensure that 6 monthly announcements are made and Bulletin notices are placed on the bulletin board *(See* ***section 8*** *for example announcement)*
* Ensure that the emergency response procedures are kept up-to-date.
* Coordinate personal emergency evacuation plans where required.
* Carry out safety practices (e.g. ensuring clear egress paths and clear access to first-attack firefighting equipment such as fire extinguishers).
* Report deficiencies in emergency equipment.

**Post-emergency**

* Organise debrief and emergency services (where appropriate).
* Compile a report of actions taken during emergency.
* Report on electronic incident management database.
* Arrange for the refilling of expended fire extinguishers or replacement of used fire blankets.

# EMERGENCY SITUATIONS COVERED

This plan applies to the following emergency / disaster situations which have been identified through hazard and risk assessment processes:

List the emergency situations covered in this plan. Minimum to include are Fire and Medical Emergency. The situations may include:

|  |  |  |
| --- | --- | --- |
| **Identified Situation / Threat** | **Score** | **Response** |
| Amenities failure (gas, electricity, water) | Low | Incident Reporting & Investigation (2) |
| Bomb threat / Personal threat | Low | Incident Reporting & Investigation (2)Emergency Procedure (10)Managing Psychosocial Hazards (18)Ensure office has Bomb Threat Checklist (076F)Offer EAP / Pastoral Associate.Ensure reception is secure and that no one can enter the office without a pass / key. |
| Bushfires (location dependant) | Low | Incident Reporting & Investigation (2)Emergency Management Procedure (10)Relocation for liturgies to Insert name of siteCheck CFS website alerts during the bushfire season. |
| Fire | Low | Incident Reporting & Investigation (2)Emergency Management Procedure (10)Relocation for liturgies to Insert name of siteReduce flammable and combustible material’s around the ParishCorrectly store flammable & combustible substancesEnsure electrical equipment is tested and tagged.Ensure safe votive candle set upEnsure fire safety equipment is maintained.Schedule and Practice evacuations |
| Flood & Water Damage | Low | Incident Reporting & Investigation (2)Emergency Management Procedure (10)Relocation for liturgies to Insert name of siteEnsure roofs / gutters / drains are cleared / cleaned. |
| Loss of Key Files / Databases | Low | Incident Reporting & Investigation (2)Back up emails to the cloudBack up of onsite file to serverRecords of births/deaths/marriages/funerals copied and kept electronically |
| Media & Publicity | Low | Insert name of who will deal with medial queriesFollow the Dioceses protocol for dealing with the Media. |
| Medical Emergency | Medium | Incident Reporting & Investigation (2)Emergency Management Procedure (10)First Aid Procedure (11)First aid kit is available and maintainedPersonal Emergency Evacuation Plans (PEEP’s)Ensure access / egress to facility is maintained for Emergency Services.Schedule and practice emergency responses. |
| Pandemic | Medium | Incident Reporting & Investigation (2)Emergency Management Procedure (10)Infection Control Procedure (24)Follow SA Health directives. |
| Add other potential emergencies / disasters |  |  |

# EMERGENCY RESPONSE PROCEDURES

## EVACUATION PROCEDURE

**Process of Evacuation**

On becoming aware of an emergency requiring evacuation or when instructed by the chief warden:

* Move quickly and orderly to nearest safe exit, do not run.
* Collect personal hand held belongings, if safe to do so.
* If required, provide assistance to disabled persons and the elderly.
* Proceed to designated assembly area and await further instructions from the chief warden or emergency services.
* Do not re-enter the building until advised by the chief warden or emergency services.

**Role of Chief Warden**

* Determine the nature of the emergency.
* Make announcement instructing occupants to evacuate.
* Contact Emergency Services.
* Ensure neighbouring facilities are notified where the emergency or emergency response actions may impact on them.
* Move to assembly area. Brief emergency service personnel upon arrival (including whether everyone is evacuated from the facility) and act on their instructions.
* Inform occupants when emergency is declared safe.

## AMENITIES FAILURE (GAS, ELECTRICITY, WATER)

Failure or disruption of essential services such as gas, electricity and water.

**Action**

* Remain calm
* Assess situation and ensure personal safety and that of others in vicinity of incident.
* Alert the chief warden and emergency services as required.
* Await further instruction.

**Gas Leak**

* Remove people from immediate danger if safe to do so and block off area to avoid unauthorised access.
* Isolate the gas if possible and safe to do so.
* Switch off and/or eliminate any ignition sources if possible and safe to do so.
* Alert emergency services from a safe distance.
* Evacuate occupants to assembly area.
* Follow instructions from emergency services until given the “All Clear”.

**Power Outage**

* Report the outage, ring 13 13 66 - digital handsets may not work, so use mobile phone.
* If safe to do so remain in current position unless requested by chief warden to relocate.
* Treat all electrical equipment as live as electricity may be restored at any time.

**Water Outage / Leak**

Leak

* Remove people form affected area
* Shut off mains water
* Notifiy chief warden
* Contact plumber

Outage

* If known outage ensure supply of drinking water available
* If not known report the outage
* Assess the situation and relocate if necessary until water supply returned.

## BOMB THREAT / PERSONAL THREAT

* Remain calm
* Record exact wording of threat
* Keep caller talking, try to get as much information as possible
* DO NOT HANG UP THE PHONE
* DO NOT use mobile phones
* Call the Chief Warden on [insert tel. number] using another phone
* Record details on Bomb Treat Checklist (076F)
* Wait for instructions from Wardens
* If an object is found DO NOT TOUCH – contact warden and evacuate area

## BUSHFIRES

* Under normal circumstances, evacuation should take place only at the direction of the Chief Warden in in consultation with person in charge of the Bush Fire
* If the organised movement of people etc. to a place of safety is **impossible**, or early evacuation advice is not issued and **workers and others are trapped**, movement to a safe refuge should occur.
* Everyone should remain inside until the main fire-front has passed (usually 10 - 20 minutes) - statistics show that where all of the above precautions were taken, people who remained inside buildings survived.

## FIRE

R Rescue and Remove persons from immediate danger by alerting persons nearby and moving them from the area of immediate danger to a safe place.

A Raise the Alarm.

C Contact the other Wardens in your area and inform them of the Emergency Details.

 Contain the fire by closing doors as you leave.

 Call Emergency Services (Fire Brigade) on 000.

E Evacuation of Occupants.

Optional: Use a Fire extinguisher only if it is safe to do so and you have been trained. Only attempt this in the first 30 seconds of fire.

Notify immediate neighbours.

## FLOOD & WATER DAMAGE

* Notify chief warden
* Evacuate immediate area
* Relocate to another site if required

## MEDICAL EMERGENCY

* assess the situation and assure personal safety - check for any immediate danger to yourself and others;
* call for chief warden and first aid officer;
* secure the area and prevent other persons from entering the immediate area.
* call Emergency 000 for an ambulance and clearly state the nature and location of the emergency and how the location is to be accessed;
* ensure a workers member is available to meet the ambulance outside the building and direct ambulance personnel to the location of patient;
* inform caregivers or next of kin;

## PANDEMIC

Depending on the pandemic at the time, worksites are encouraged to review and implement and directions provided by the SA Government, SA Health and the Federal Government (where applicable).

# EVACUATION DIAGRAM

The Evacuation Diagram defines the emergency and evacuation information specifically related to this site. It provides a pictorial representation of the floor area and other relevant emergency response information including the location of fire extinguishers, fire blankets and hose reels.

Evacuation Diagrams will be documented, maintained and displayed in the workplace following *Catholic Church Endowment Society Inc. (CCES)* **Emergency Management** **Procedure (10).**

# EVACUATION DRILLS

The Parish is responsible for ensuring evacuation processes are understood. This can be done by placing the following bulletin on the notice boards / newsletters and announcing the requirements prior to mass at least six (6) monthly. Refer **Emergency Management** **Procedure (10).**

*The information below can be placed into the Parish Bulletin especially on special religious services e.g. Easter and Christmas when visitors maybe attending Mass.*

*EXAMPLE:*

*EMERGENCY EVACUATION*

*In the event of an emergency please follow directions of the Parish Priest, reader or commentator who shall act as the Chief Warden and take control of the emergency response. The collectors shall assist as wardens.*

*When directed to evacuate the church/office/hall:*

* *Move quickly and orderly to the nearest safe exit, do not run;*
* *If required, provide assistance to disabled persons and the elderly;*
* *Alert the Chief Warden / Warden if someone is unable or unwilling to evacuate*
* *Proceed to the designated assembly area on <insert location> and await further instructions from the Chief Warden or emergency services;*
* *Do not re-enter any buildings until advised by the Chief Warden or emergency services.*

# COMMUNICATION OF THE EMERGENCY MANAGEMENT/DISASTER RECOVERY PLAN

The Emergency Management / Disaster Recovery Plan will be communicated to workers, contractors, parishioners and visitors at induction.

At least one printed copy shall be available on site and located <*insert where*>.

# MAINTENANCE AND TESTING OF FIRE PROTECTION EQUIPMENT

Maintenance and testing of all fire detection systems, smoke and heat alarms, fire alarm monitoring systems and fire blankets shall be conducted in accordance with AS / NZS 1851 *Routine Service of Fire Protection Systems and Equipment* and be undertaken by suitably qualified personnel at regular intervals. Refer to **Emergency Management** **Procedure (10).**

Records of all testing and maintenance will be kept.

# DISTRIBUTION OF THE EMERGENCY MANAGEMENT / DISASTER RECOVERY PLAN

At a minimum, a copy of the site Emergency Management/ Disaster Recovery Plan shall be provided to each member of the Emergency Control Organisation including the worksites Risk / WHS Coordinator.

# REVIEW

A review of the Emergency Management / Disaster Recovery Plan including the Emergency Response Procedures will be undertaken by the Emergency Control Organisation immediately after any incident including evacuation drills. A formal review will also be conducted annually.

The Emergency Management / Disaster Recovery Plan is valid for twelve (12) months from the date of approval.