



Central Baptist Church Emergency Manual

Emergency contact: 000

Address:
619 George Street,
Haymarket NSW 2000

Central Baptist Church Emergency Manual

Version No.	Changes made/Remarks	Update Date	Adopted By	Adoption Date	Review Due Date
1.1	Logo inserted; “Intruder” and “COVID-19” emergency plans added; “Contacts” added; “Assembly Area” added; Evacuation map amended	17/01/2022	N/A	N/A	N/A
2.0	“Update Date” added to the Version Control; “Assembly Area” changed; “Evacuation Map” moved to Appendix; “Evacuation Map” based on proper floor map	22/02/2022	N/A	N/A	N/A
2.1	“Covid-19 Diagnosed” changed to “Public Health Procedures”; “Emergency Contacts” moved to Appendix; “Exit Map” amended, minor procedural updates	04/04/2022	Diaconate	27/10/22	27/10/23

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Introduction

The Emergency Manual is a written document setting out how the church will respond to a range of different emergency solutions, such as fire, explosion, incidents involving hazardous chemicals, medical emergencies, bomb threats, intruders or natural disasters. The Central Baptist Church wants to be proactive, and have a plan in place if an emergency were to occur at the church. Our goal is to provide a safe and secure worship environment for staff, church members and visitors.

Sunday is expected to be the day when the highest level of coordination is required. The manual is also relevant for other days of the week with some of the procedures more simplified.

A risk management approach has been adopted to identify likely emergency scenarios and consider the possible consequences of those emergencies including impacts on staff, volunteers, congregations and others.

This Emergency Manual consists of five categories of emergencies:

1. Fire
2. Utility Failure
3. Medical
4. Intruder/Active Shooter
5. Public Health Procedures

Building Evacuation Plan

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

Important “**do’s and don’ts**” are:

- Remain Calm. Proceed as quickly as possible in an orderly manner.
- Follow the instructions of the **chief warden** and wardens.
- If you occupy an enclosed room, close the door as you leave.
- Take only essential personal items with you. **DO NOT** return for coats, purses, briefcases, etc., after you have left the building.
- Once out of the building, proceed to the designated **assembly area to the green space on Little Pier Street Haymarket**. **PARENTS**, all children in the Sunday School area will be escorted by staff to the assembly area. Pick up your children here!
- Do not return to the building until the “**all clear**” signal is given.

Note: First aid officers and children’s leaders will be assigned to assist all disabled persons, elderly and children during evacuation.

Plan of Action (see Appendix 1)

1. All evacuation plans are to be posted on each level.
2. Church members in the basement will evacuate through exit on the side stairways of the building.
3. The ground floor of the church will use the doors on the side stairways to exit (front doors also allowed if gates are opened).
4. People on Mid-level and Gallery will exit the building through the doors on the side stairways.
5. The worker on duty (i.e. level 1 and ground floor wardens) must ensure that kids from the Sunday School are fully evacuated before leaving the building.

Roles and Responsibilities

Chief Warden (Duty Officer on a Sunday)

- Coordination
 - Assessment of the emergency and the danger
 - Establish an emergency coordination control
 - Notification of emergency service support (a team of ushers plus other support, e.g. first aid officer)
 - Liaison with emergency services support
 - Help evacuate church members to the assembly point
 - Identification and provision of resources
- Control
 - Account for all church members
 - Evacuation of the church
 - Assembly of church members
 - Initiate fire alarm if required
- Communication
 - Informing church leaders, the Church Secretary and the Pastor
 - Communication with emergency services support
 - Providing situation report to the church
 - Meet the fire brigade commander (usually wears a red helmet) to provide information, e.g. location of fire, how to access, evacuation progress, etc.

Wardens (Ushers on a Sunday)

- Account for all church members and visitors at the time of evacuation
- Follow evacuation procedure
- Assembly church members and keep them calm and orderly
- Close doors

Church Leaders

- Checking rooms/areas other than the Main Hall and Gallery. Assist the members to evacuate rooms
- Assist with assembly
- Provide coordination and leadership during evacuation
- Close doors

Church Secretary/Administrative Officer

- Inform relevant family members if needed (during or after the evacuation)
- Communication with emergency service support
- Providing situation reports to the Church/Pastor
- Providing a comfort message
- Assist with evacuation process
- Close doors

Fire Emergency

In the event that you discover a small fire call 000 immediately and do the following:

- Follow the building evacuation plan.
- Do not Panic, Remain Calm.
- Staff will assist disabled persons in the building.
- Isolate the fire by closing doors.
- Proceed to the outside designated assembly area. Parents know that your children will be taken to this area.
- Do not break windows - Oxygen feeds a fire.
- Be aware that moving your vehicle could hinder access by emergency vehicles.
- Location: 619 George St, Sydney NSW 2000
- If the wardens feel the best course of action is to attempt to extinguish the fire, they will locate an extinguisher and without risking injury attempt to extinguish the fire.

Fire Extinguishers are provided at several locations throughout the building.

Operation of Fire Extinguisher

Type of Equipment	Application	Procedures
Water (Stored Pressure) Type 9 Litres F.E.	<ul style="list-style-type: none"> • Wood, Paper, Rubbish Fires • (Not for electrical or flammable liquid fires) 	<ul style="list-style-type: none"> • P - pull out the pin • A – aim at the base of the fire • S - squeeze the lever • S – sweep side to side
2.7kg Power Type Stored Pressure F.E.	<ul style="list-style-type: none"> • Paper, wood, textile fires • Flammable liquid fires • Fires involving energized electrical equipment 	<ul style="list-style-type: none"> • P - pull out the pin • A – aim at the base of the fire • S - squeeze the lever • S – sweep side to side
4.5kg Dry Chemical Type (Stored Pressure)	<ul style="list-style-type: none"> • Wood, electrical, and flammable liquid fires 	<ul style="list-style-type: none"> • P - pull out the pin • A – aim at the base of the fire • S - squeeze the lever • S – sweep side to side
2kg CO2 F.E.	<ul style="list-style-type: none"> • Paint, oil, electrical, other liquid fires 	<ul style="list-style-type: none"> • P - pull out the pin • A – aim at the base of the fire • S - squeeze the lever • S – sweep side to side
Fire Blanket	<ul style="list-style-type: none"> • Domestic 	<ul style="list-style-type: none"> • P - pull out the pin • A – aim at the base of the fire • S - squeeze the lever • S – sweep side to side

<p>Fire Blanket</p>	<ul style="list-style-type: none"> • Industrial 	<ul style="list-style-type: none"> • P - pull out the pin • A – aim at the base of the fire • S - squeeze the lever • S – sweep side to side
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Utility Failure

Power Outage

In most cases, if there is no potential of danger to building occupants, services will continue as usual.

If a danger exists:

- Remain calm and everyone will be guided out safely according to our evacuation plan.
- Staff will notify the power company (AGL) of the outage.

Gas Leak

- Call 000 immediately and AGL.
- Do not turn on lights or any electrical equipment.
- Cease all operations and evacuate the building.

Medical

In the event of a medical emergency, call 000 and be prepared to give the following information:

- Name and phone number
- Location: 619 George St, Sydney NSW 2000
- Nearest cross street: Goulburn Street
- Number of people involved
- Nature of injury or illness
- Remember to stay on the line until help arrives.

Note: Treat minor injuries from supplies in the first aid kits.

While waiting for professional help:

- **DO NOT** move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.
- **DO NOT** give any medication.
- Assign someone to remain with the injured/ill until help arrives.
- Assign someone to meet **ambulance** in front of the church and bring them into where the injured/ill person is located.
- Unless you are trained or the victim is in an immediate life-threatening situation, **DO NOT** attempt to give any first aid before trained assistance arrives.

When professional help arrives:

- Allow responding units to take control of the situation.
- Stand by to assist as needed.

Note: Attending first aid officer will gather the appropriate information as they will need to complete an injury/illness incident report.

Intruder/Active Shooter

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the building/outside the street, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **000** or other appropriate emergency number(s).
- Do not stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.

- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take:

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles, or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if there are other victims around you.
4. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
5. If you are caught by the intruder and are not going to fight back, follow their directions and do not look the intruder in the eyes.
6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Public Health Procedures

While Covid-19 is already a pandemic across the world, it has infected and killed many people in numerous countries. And in view of our mobile society, such a disease will travel rapidly, infecting thousands in a mere few days. It is for these reasons that Public Health Procedures are essential for the church in protecting the public health and safety if and when a pandemic occurs.

The following steps can reduce the risk of getting and spreading virus in a pandemic in the church:

- Correctly and consistently wear a mask that completely covers the nose and mouth
- Stay at least 1.5 meters from others who do not live together
- Avoid crowds
- Avoid poorly ventilated indoor spaces
- Stay home when sick
- Wash hands frequently with soap and water for at least 20 seconds (or use hand sanitiser containing at least 60% alcohol)
- Get vaccinated when vaccine is available
- Get tested if signs or symptoms emerge, or if the person may have been exposed to someone with the virus

Church must ensure they comply with any mandatory requirements under NSW public health orders, such as when to shut down and any road map to reopening.

Emergency Evacuation Practice

Fire Drills

- Explanatory notes distributed to all church members
- Conduct Fire Drills once a year for morning services
- Conduct Fire Drills to fellowship meetings subject to the needs and agreement of convenors.

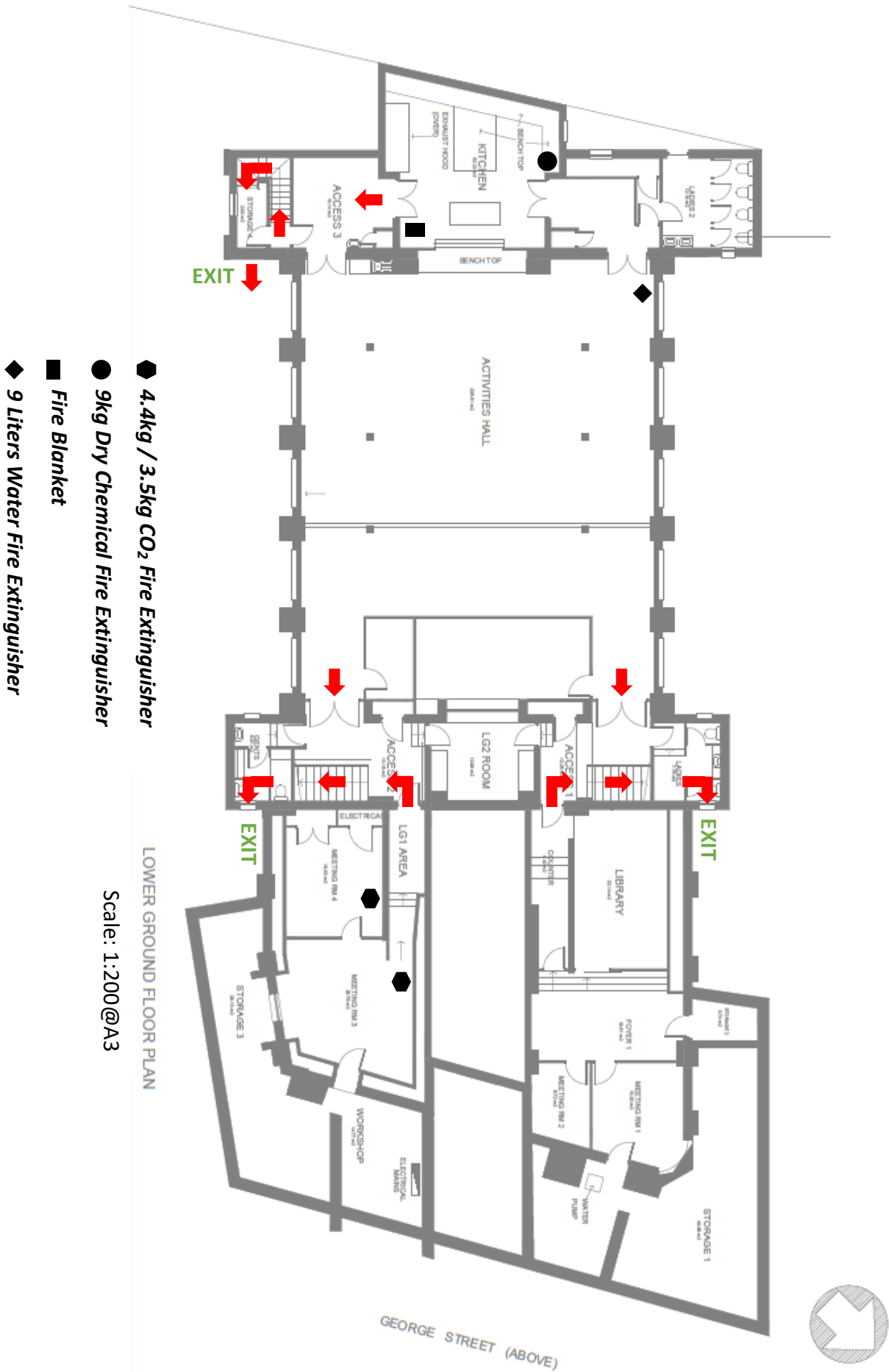
Training

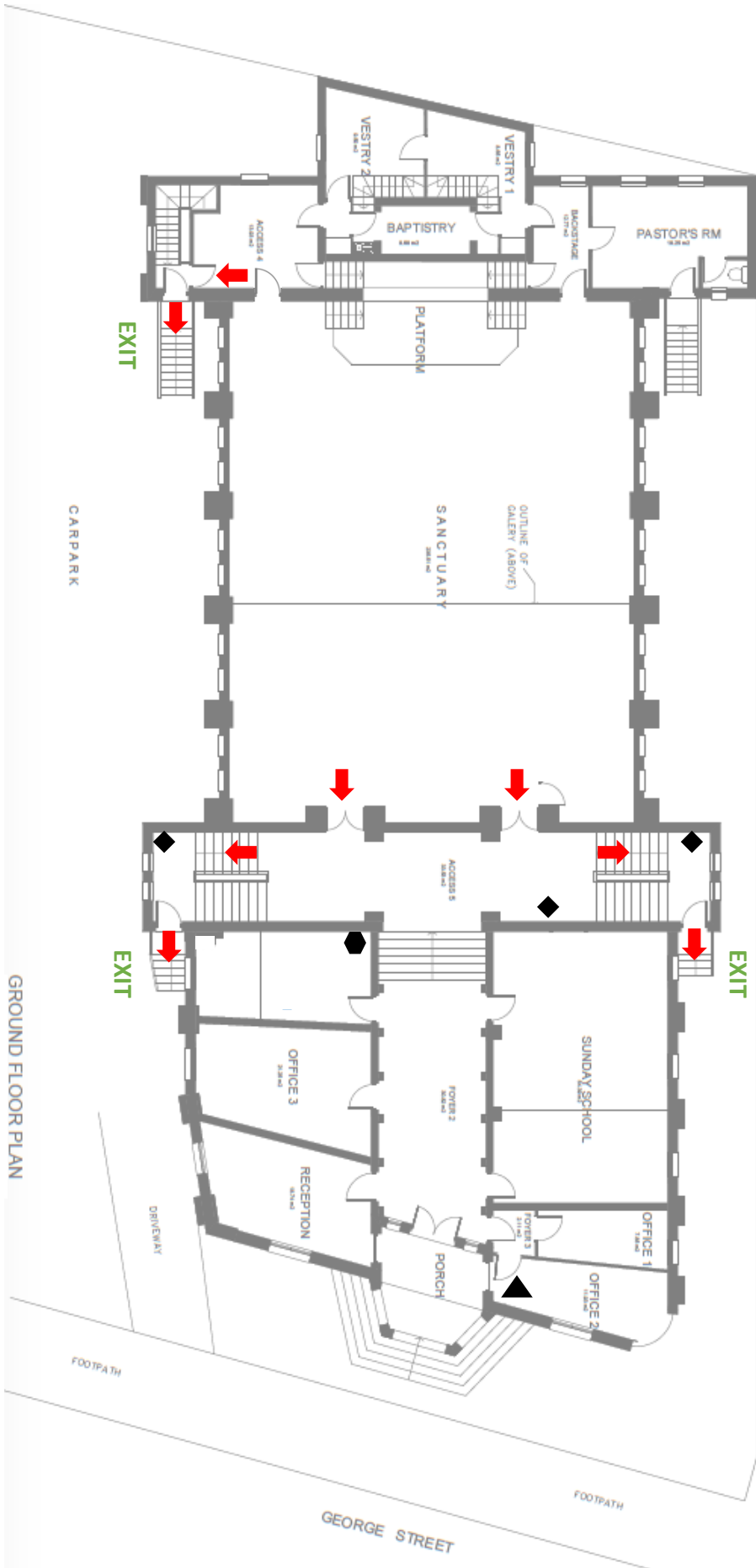
- Training shall be given to all Duty Officers and Ushers to familiarise with procedures, how to react and manage in case of emergency, the use of Fire Extinguisher and updated knowledge of Fire Protection System in the Church.

Issue of Procedure

- Guideline and emergency manual to be issued to all Duty Officers, convenors of meetings, and other Church Leaders such as Diaconate.
- Procedures to be reviewed and updated in every three years with feedback from church members and fellowship meetings.
- Display procedure and emergency evacuation map with fire extinguisher location on notice board and main fire exit.

Appendix 1. Emergency Evacuation - Exit Map





GROUND FLOOR PLAN

Scale: 1:200@A3

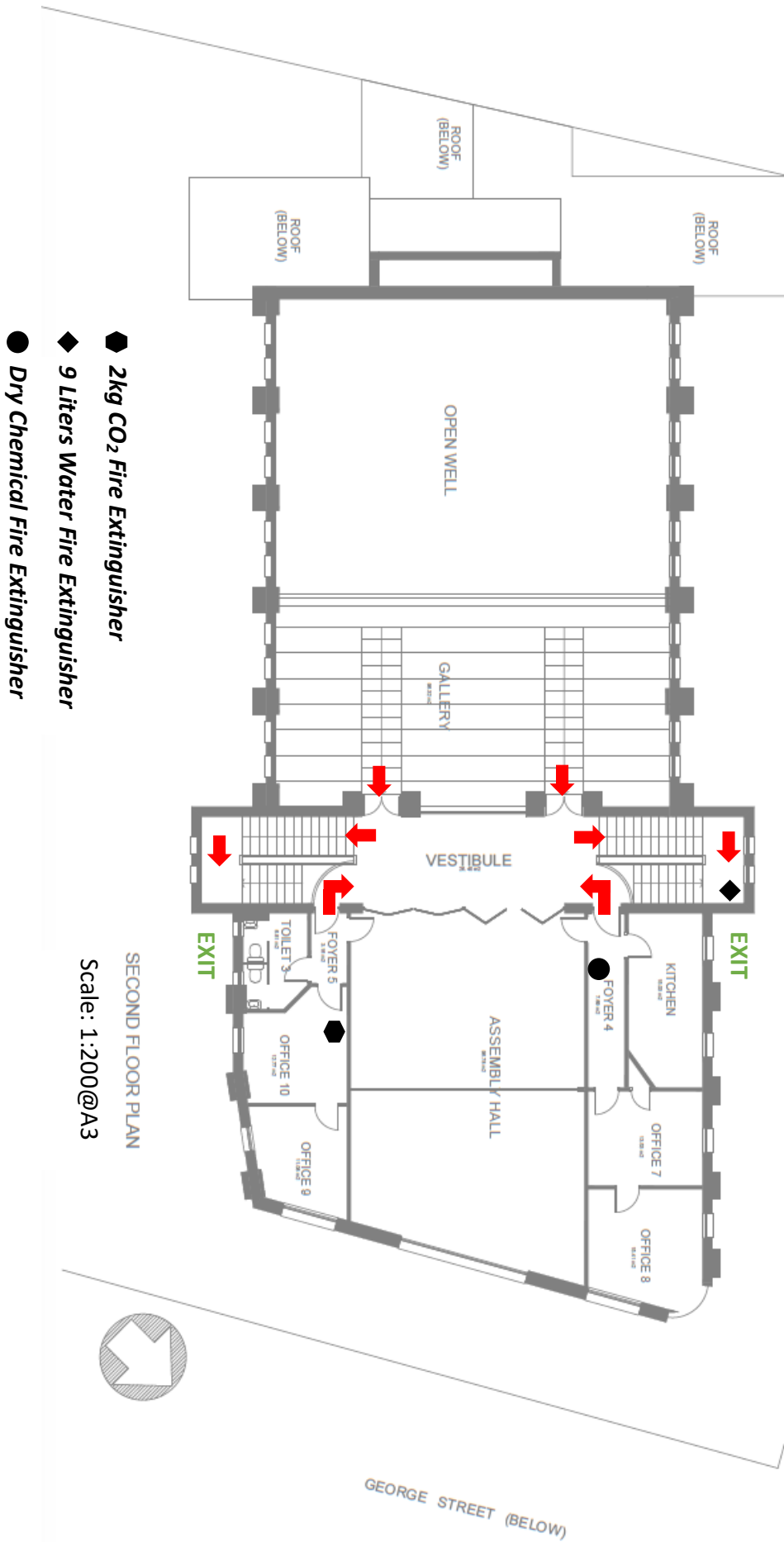
- ◆ 9 Liters Water Fire Extinguisher
- ⬠ 2kg CO₂ Fire Extinguisher
- ▲ 2.7kg Power Type Fire Extinguisher





◆ 2kg CO₂ Fire Extinguisher

FIRST FLOOR PLAN
Scale: 1:200 @A3



Appendix 2. Assembly Point



Appendix 3. Emergency Contacts

Emergency – Call (000)

Contact	Name	Phone Number	Email Address
Church Secretary			
Senior Pastor			
Chief Warden			
Police Station (Day Street)	Samantha Sukkarieh	9265 6455	sukk1sam@police.nsw.gov.au
Electricity Faults and Emergencies (AGL)	AGL Energy	131 388	
Gas Faults and Emergencies (AGL)	AGL Energy	131 909	
Covid-19 Help Lines	National Coronavirus Helpline (24 hour help line)	1800 020 080	