



ENGADINE &
HEATHCOTE
ANGLICAN

Building Evacuation Principles

Firstly, Jesus commands us to love our neighbours as ourselves (*Mark 12:31*). One way of showing love for our neighbours is to be concerned for their safety and wellbeing.

Secondly, we are called to submit to the authorities instituted among men (*1 Peter 2:13-14*). We do this by complying with the laws of the land.

Why Evacuate?

The safety and wellbeing of those visiting our premises is of vital importance, and we have a duty of care to keep them safe as best we can. There could be any number of reasons why evacuation of the building is necessary:

- Fire;
- Gas Leak;
- Electrical Issues;
- Structural Issues;
- Bomb Threat;
- Contamination; or
- Dangerous Person on Premises.

This is not a comprehensive list, and if a risk of any type is recognised that could cause harm or injury to those in the building, an evacuation should be undertaken without delay.

Care and Responsibility

Evacuation itself can be a risky and dangerous matter if it is not handled properly, or if all persons do not remain calm or listen to and follow instructions. It is, therefore, important that the Responsible Person in charge at the time is fully trained and knowledgeable of the parish Evacuation Policy and Procedures.

As such, it will be important that all Responsible Persons are provided with a copy of this policy document, are properly trained in the evacuation procedure, and understand their role in this important area of ministry.

Training

Training should be undertaken by all Responsible Persons, including:

- Be aware of the location of the safety equipment on the premises;
- Be trained in the use of the safety equipment, with an annual refresher; and
- Practice an evacuation at least annually, and the results analysed.

Any new persons are to be trained by the Risk Management Coordinator, or their delegate on appointment.

Exit Points and Meeting Areas

Diagrams of the exit points and evacuation meeting areas are to be displayed at each centre and office, and on the overhead before the commencement of each service or meeting.

Reviewed and Accepted: 10 February 2020

Building Evacuation Policy

In the interest of caring for all congregation members, and visitors to our church, as well as the leaders who serve us all, the following Evacuation Policy has been adopted. This policy applies to all services, programmes, meetings, and events conducted at ENGADINE & HEATHCOTE ANGLICAN, and at the parish office.

In the event an evacuation of the premises is needed, the Responsible Person(s) is to:

- Inform the people present that an incident has occurred, and that for their safety, evacuation of the building is required;
- Determine the quickest and safest exit to use, and inform the people of this;
- Determine if there are any persons who will require assistance in the evacuation process;
- Request volunteers to man exit doors to assist and guide people out of the premises;
- Ensure people are aware of the evacuation assembly point, and that all should assemble there so it can be determined that all people are accounted for as far as is practicable;
- Instruct those people with children in other parts of the building not to try and get them before evacuating as the leaders are trained in the evacuation procedure and they will be reunited at the evacuation assembly point;
- Confirm as best as possible that all people have been evacuated and, if possible, check restrooms, cry rooms, etc;
- If possible, determine the location and type of risk;
- Ring '000' and inform them of the type of risk and address and that the premises have been vacated;
- If possible, seal the premises until the emergency people arrive;
- Once the emergency people have arrived, inform them of the location and type of risk as best as they were able to determine, and if the premises are vacated to the best of their knowledge;
- Inform any PCBU of the situation.

In all situations, it is important that "Responsible Person(s)" remain calm, and provide clear and concise instructions. This will be vital in keeping people calm, and receptive to following instructions.

If, for any reason, a person(s) refuses to follow instructions and vacate the building, a "Responsible Person" is not to put themselves or others at risk, but leave when all others are out, and inform the emergency people of the situation.

This policy should be reviewed as required to keep it relevant and up-to-date.