

**West Preston Baptist Church**  
**Policy & Process document**  
**EMERGENCY MANAGEMENT policy & procedures**

WPBC recognizes that an emergency situation may occur which requires immediate action to ensure the safety of all persons on site at the time of the emergency. The effective and efficient management of emergency incidents is critical to the safety and well being of everyone present at the time, as well as essential in minimising damage to church property.

**OUR POLICY AIMS TO:**

- Outline the steps to be taken in the event of an emergency such as fire, explosion or dangerous chemical release.
- Explain a safe evacuation procedure that gets people out of the facility in an orderly way as soon as possible, so that they are not in danger and so that they are out of the way of emergency services.

**SCOPE OF POLICY:**

The Emergency Management policy applies to everyone who is present on the church premises at the time of the emergency. This might be church attendees, playgroup families, casual hall users and employees. For Casual User and induction should be performed using an induction safety checklist refer to workplace safety policy.

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**POLICY**

**FIRST AID:**

First Aid is the emergency care of injured or sick persons. It aims to preserve life, promote recovery, and prevent the injury or illness becoming worse. The church will ensure that an adequate number of people are trained to administer first aid. At minimum there will be at least one first aider for every 50 people. A list of authorised first aiders will be placed beside the first aid kit, which is stored in the kitchen, in a cupboard that is clearly signed and recognisable.

**FIRE SAFETY AND ESSENTIAL SAFETY MEASURES IN THE BUILDING:**

The church will maintain any essential health and safety measures of the building to ensure the safety of everyone using the building. Records are kept of when the maintenance or inspection of each safety feature took place and by whom. An Annual Maintenance Statement certifying that the measures have been assessed and are performing to standard will be displayed near the entrance of the building. The Duty of Care Officer uses the BUV's **Red Book program**, available online through R-link, to assist them in this process.

**IN AN EMERGENCY**, there are four priorities which should be observed, particularly by those in the immediate vicinity. They are, in order of importance:

1. *Protection of Life* - Ensure that everyone who may be in danger is warned and that action is taken to guarantee their safety.

2. *Eliminate the Hazard* - Attempt to eliminate the hazard only if it is safe to do so. If not, leave this task to appropriately trained emergency services.
3. *Prevent Spread of Hazard* - Control the extent of the hazard within the building and minimise its release into the environment as far as possible consistent with personal safety.
4. *Save Assets* - Remove valuable items and documents from the affected area if they are at risk and it is safe to do so.

## RESPONSIBILITIES

In the event of an emergency, the following roles are required and will be filled as follows:

1. Chief Warden - Minister
2. Wardens - all deacons, and the Duty of Care Officer

**Chief Warden role:** The Chief Warden or their deputy, on the discovery of an emergency, will:

- determine whether an evacuation is necessary, and give instructions accordingly.
- delegate the role of calling emergency services to another Warden, and
- if safe to do so, check all accessible spaces, including the bathrooms, to make sure everyone has evacuated – this should be done on the way out of the building so that the warden isn't putting themselves at risk by re-entering the evacuated area.

**Warden role:**

- assist the chief warden in ensuring that evacuation occurs in a safe orderly manner
- assist mobility-impaired persons to evacuate
- retrieve the portable first aid kit (if safe to do so)
- prevent those evacuated from returning to the building until it is deemed safe, and
- assist emergency responders (Police, Fire or Ambulance) as required.

**The Chief Warden and Wardens are to wear high visibility vests in order to be easily identified.** These are stored in the old wooden pew in the church foyer. **They will practice their roles every year at the evacuation drill.**

## EMERGENCY PROCEDURES

### 1. Calling emergency services:

In the event of an emergency, dial 000. Give the location as *West Preston Baptist Church, corner Gilbert Rd and Cramer St, West Preston.*

### 2. Evacuation Procedure

In the event of an emergency evacuation at West Preston Baptist Church, all present are required to adhere to the following procedure:

- Upon receiving the instruction to evacuate, all activities must immediately cease.
- Wardens shall direct all persons in their area to leave the building via the nearest safe exit/external door and gather in the designated evacuation point.
- Where worship services, meetings, children's programs or other activities are being conducted, the person conducting (or nominally in charge of) these shall, upon receiving

instructions to evacuate, immediately conduct their group out the nearest designated fire exit.

- If safe to do so, close all windows and doors to retard the spread of smoke and fire.
  - Those present are not to waste time gathering loose personal belongings such as bags.
  - If there are any mobility-impaired persons in the building, it is the responsibility of the Wardens to assist them if necessary.
  - After leaving the building, assemble at the designated assembly area(s).
  - Following evacuation, each Warden shall stand post near building entrances to prevent re-entry by unauthorized persons. Do not re-enter the building until clearance is given.
  - Those present are to be instructed not to leave the assembly area without informing one of the Wardens.
3. **The designated emergency assembly areas** for West Preston Baptist church are:
- the church car park, or,
  - the footpath outside 108 Cramer St, accessed by the church's playground side gate.
4. **Evacuation diagrams** are displayed in suitable locations and comply with the relevant standards.
5. **An evacuation drill** is to be undertaken every year, mid-year.

## ATTACHMENTS

- ⇒ emergency procedures map and evacuation plan
- ⇒ first aiders list:
  - ★ Elizabeth Williams.
  - ★ Nigel Baker
  - ★ Apryl Huglin
  - ★ Lorrae Mynard
  - ★ Kate Goodridge
  - ★ Neil Strugnell
  - ★ Sue Strugnell
  
- ⇒ Mental Health:
  - ★ Apryl Huglin
  - ★ Kate Goodridge
  - ★ Rob Pallot
  - ★ Lorrae Mynard
  - ★ Paul Huglin
  - ★ Elizabeth Williams
  - ★ Sue Strugnell

## CONTROL SHEET

Document revision				
Review period:	24 months			
New review due:	February 2026			
Document Control				
Version	Description	Reviewed by	Position	Diaconate approval date
1	Development of policy	Elizabeth Williams	Deacon	16 October 2017.
	Adopted at congregational meeting			19 Nov. 2017
2	Policy review	Paul Hicks	Deacon	17/9/18
3.	Policy review	Kirsty O'Donohue	deacon	2/9/19
4.	Added Immediate Emergency Response Checklist attachment	Jonathan Mynard	Deacon	12/4/21
5	Policy Review and update	Regina Moran	Deacon	17/01/2022
6	Policy Review and update. Review period changed to 24 months.	Regina Moran	Deacon	5/2/2024



# First aid

## Your first aiders are

- ★ Elizabeth Williams.
- ★ Nigel Baker
- ★ Apryl Huglin
- ★ Lorrae Mynard
- ★ Kate Goodridge
- ★ Neil Strugnell
- ★ Sue Strugnell

### Your Mental Health First Aiders are:

- ★ Apryl Huglin
- ★ Kate Goodridge
- ★ Rob Pallot
- ★ Lorrae Mynard
- ★ Paul Huglin
- ★ Sue Strgunell

