

P02.01 EVACUATION PLAN

EMERGENCY EVACUATION PLAN

This Plan has been prepared to ensure orderly and complete evacuation of Church buildings whenever an emergency occurs.

The primary objectives of the plan are to ensure that:

- Everyone leaves the building safely
- A procedure to safely evacuate individuals who cannot negotiate a safe exit without help is in place
- Emergency Evacuation Personnel are selected from among building occupants, with duties to ensure plan objectives are met.

For the purpose of the Plan, the following are emergencies for which a total or partial evacuation of a building is necessary:

- Fire
- Explosion
- Bomb threats
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health
- Building Air contamination.

The plan will be updated and exercised by conducting evacuation drills.

General Building Evacuation Procedure

When notified of an emergency, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly point, away from the building.

Building occupants are also responsible for ensuring that their visitors follow the evacuation procedure described herein, and leave the building along with all other occupants.

Child & Youth Workers are responsible for dismissing their groups, and directing them to leave the building by the nearest building exit upon being notified of an emergency. Leaders of small children must lead their group to the assembly point and continue to look after them.

Whenever you are informed of a general building emergency:

- Do not panic
- Do not ignore the emergency
- Leave the building immediately, in an orderly fashion. Stay together – no one to go off by themselves
- Do not use doors that are not clearly identified as Exits
- Services, Ministries and classes in session must be dismissed and congregation/students directed to leave and gather at the assembly point

- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map)
- Do not move any vehicles due to safety concerns and to allow access for emergency vehicles
- Check everyone's health – especially those who are being quiet. Do not be afraid to ask for help if you are injured or feeling ill
- Do not go back into buildings for any reason until the all clear is given
- Return to the building only after emergency officials give the all-clear signal. Silence doesn't mean the emergency is over.

CALL 000 FOR EMERGENCY SERVICES

Emergency Evacuation Personnel

For the purpose of this Plan, **Emergency Evacuation Personnel** are Pastors, Ministry Leaders and Deacons who have been selected to ensure that the building evacuation is carried out as planned.

Evacuated building occupants are directed and assisted (if required) to assigned assembly point.

The following is a list of building emergency evacuation personnel, and their duties.

PLEASE NOTE: Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety.

Personnel Duties

Emergency Coordinator (Pastor, all team leaders):

- Take control of the emergency evacuation
- Direct someone to sound the alarm. The alarm (warning sound) will be activated by pressing the RED button on the panel. The external alarm will sound along with the RED light showing
- Direct someone to call 000 for emergency services
- Direct the Pastors and Ministry Leaders in the evacuation of the building
- Appoint an assembly point coordinator
- Collect information on building occupants known or suspected to still be in building from Ministry Leaders etc
- Meet emergency responders at building entrance
- Transmit the All-Clear signal
- Conduct post emergency meeting if necessary
- Conduct any interviews with media.

Associate Pastors/Deacons:

- Monitor corridors and ensure personnel are moving toward exits

- Check restrooms and crèche ensure they have been evacuated
- Assist and/or direct occupants with limited mobility to assembly area (persons seated with arm raised)
- Leave the building as soon as possible and go to assembly point
- Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal.

Ministry Leaders

- Ensure all occupants leave the building safely in an emergency evacuation
- Inform helpers of their duty to help and lead the young to the assembly point
- Assist and/or direct occupants with limited mobility to assembly area (persons seated with arm raised)
- Leave the building as soon as possible and go to your assembly area
- Check if children need medical assistance
- Keep children together in your group and under your control until parent or guardian relieves you of their child.

First Aid people

- Grab First Aid kits and administer aid if required

Emergency Procedure for Persons Needing Assistance to Evacuate

Any person unable to use stairs, or who needs assistance to evacuate, should remain seated and raise one arm. Emergency evacuation personnel will then identify that you need help and will assist you to the alternate assembly point.

NOTE:

Four emergency alarm panels are located in:

1. **Auditorium** – on the wall between the sound desk and the corridor doorway
2. **Basement** – on the left side wall at the rear of the room
3. **Upstairs offices of main building** – on the side wall above the sink
4. **Church office** – on the wall at the end of the reception desk.

Document history					
Version	Amendment	Amendment Date	Amended by	Approved Date	Approved by
0.1	Initial redraft	May 2018	V Gravitis		
0.2	Alternate assembly point added	Oct 2023	V Gravitis		

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EMERGENCY
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ALTERNATE
ASSEMBLY
AREA FOR
LOW MOBILITY

ASSEMBLY POINT

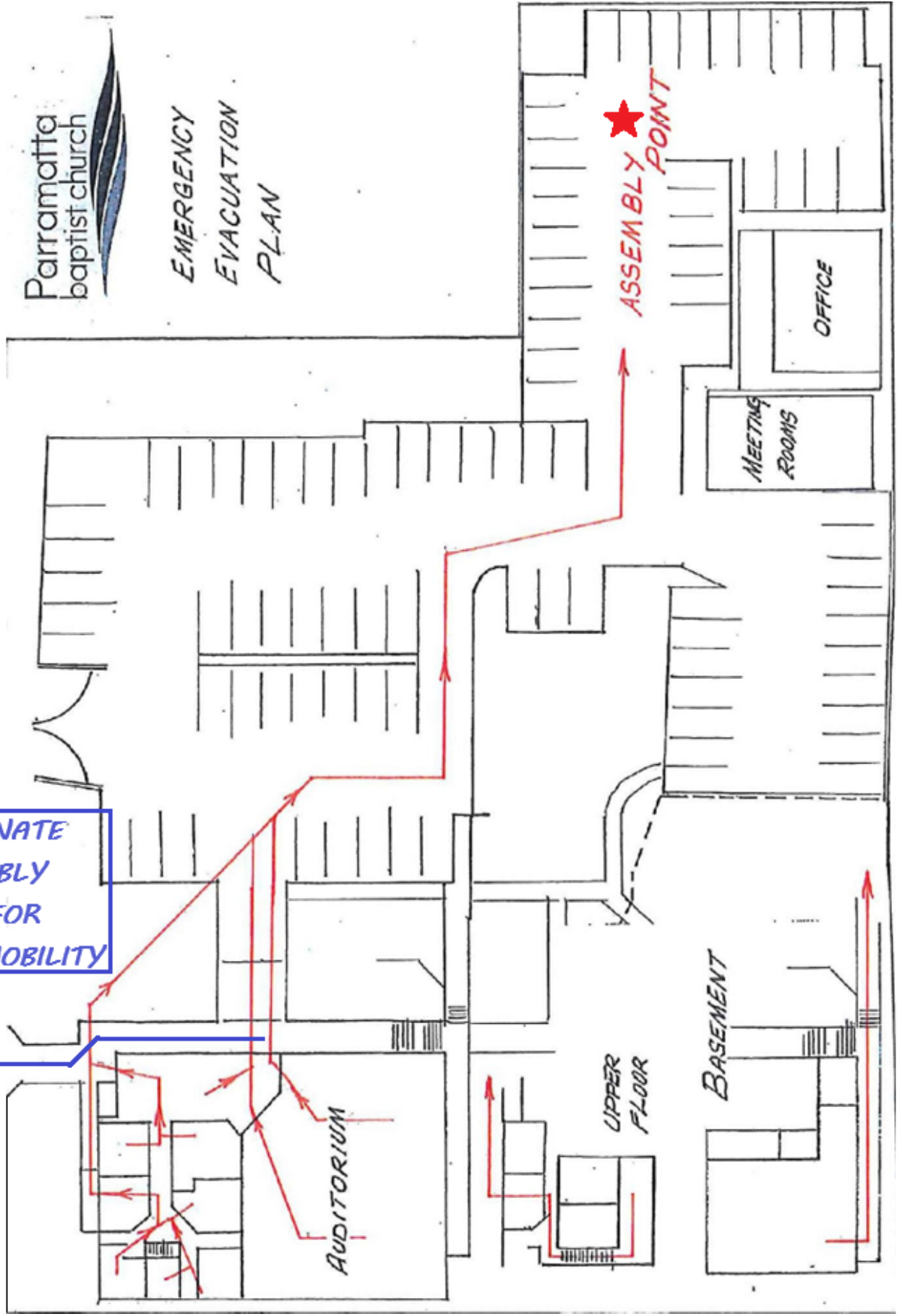
MEETING
ROOMS

OFFICE

AUDITORIUM

UPPER
FLOOR

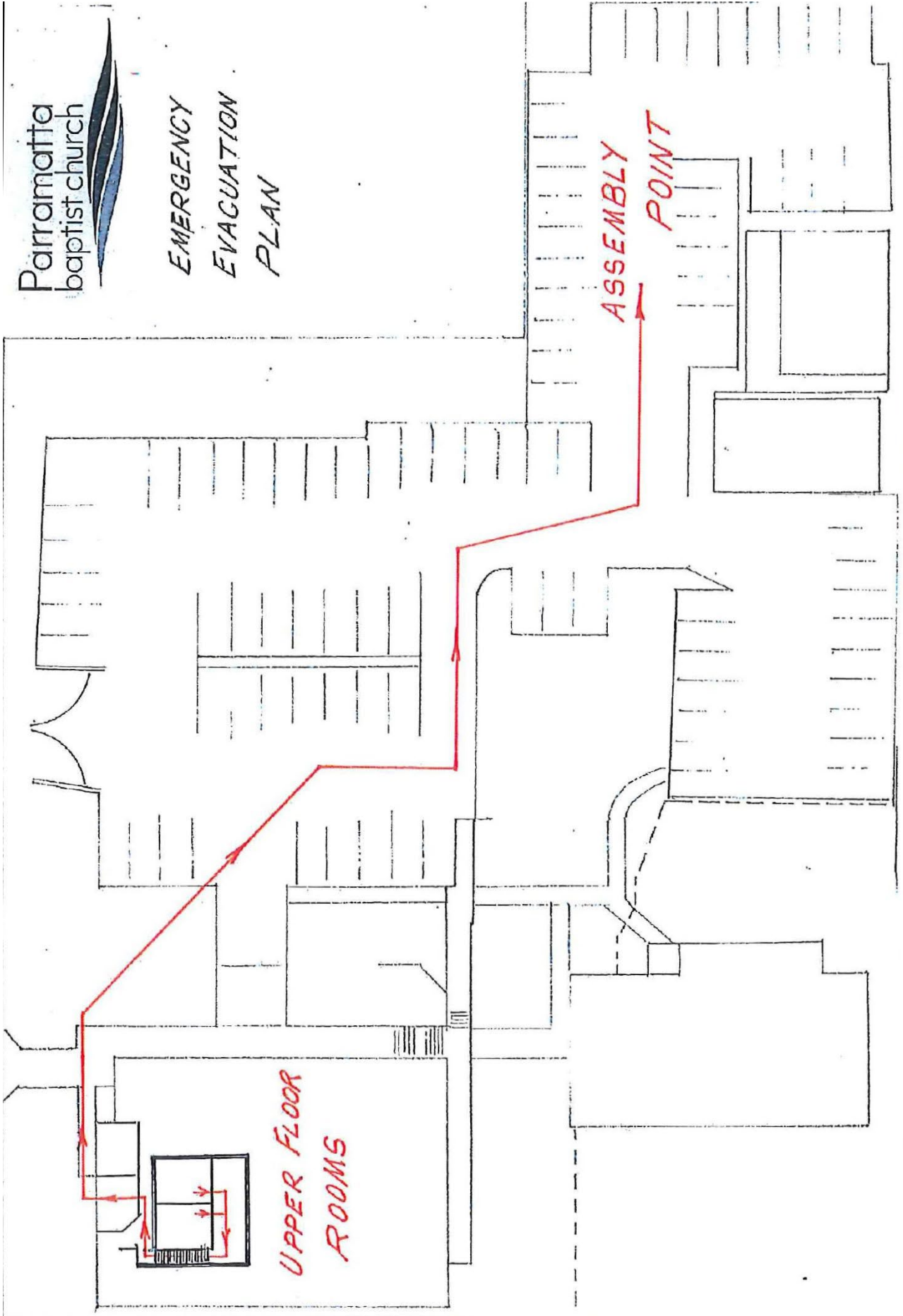
BASEMENT



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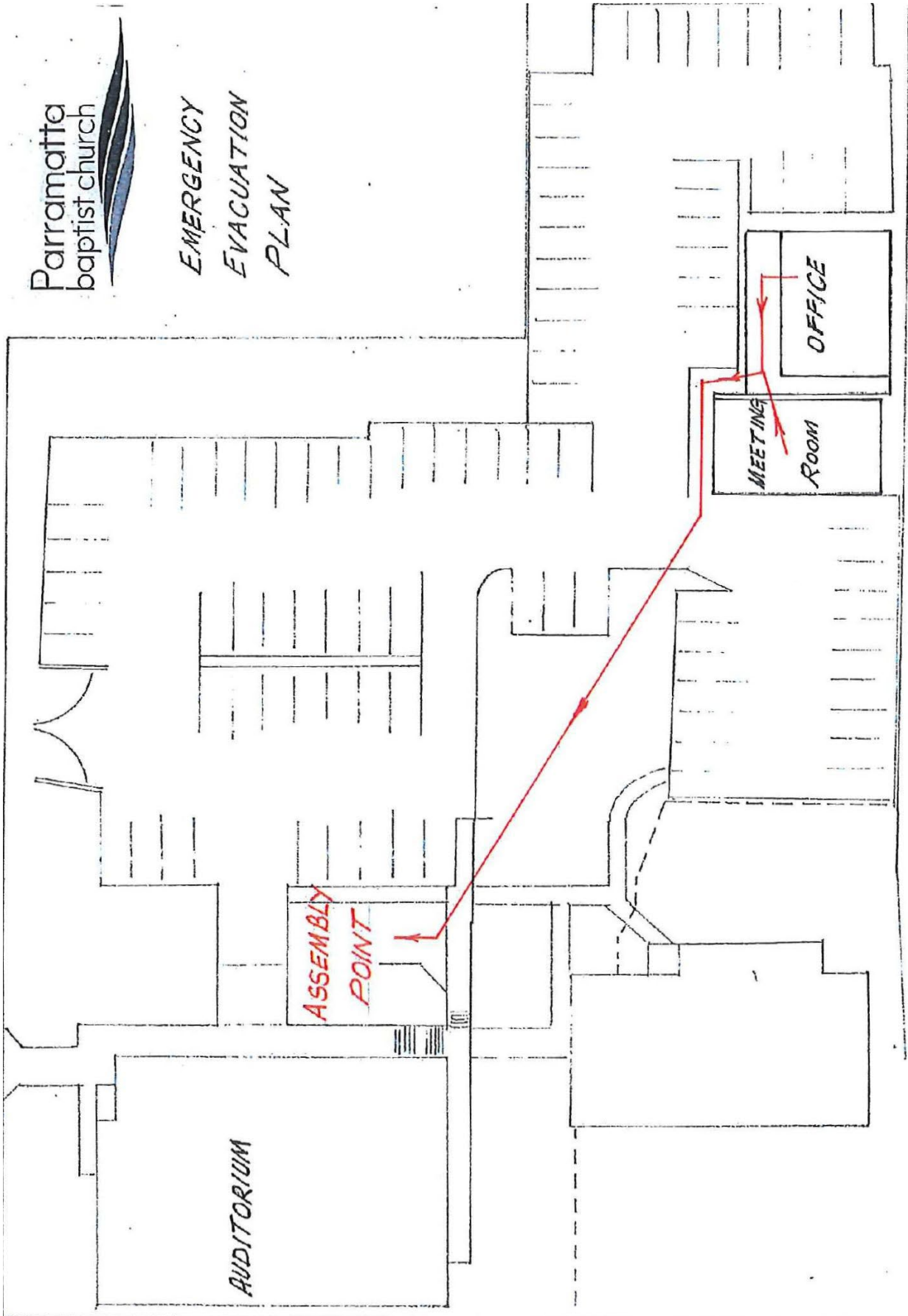
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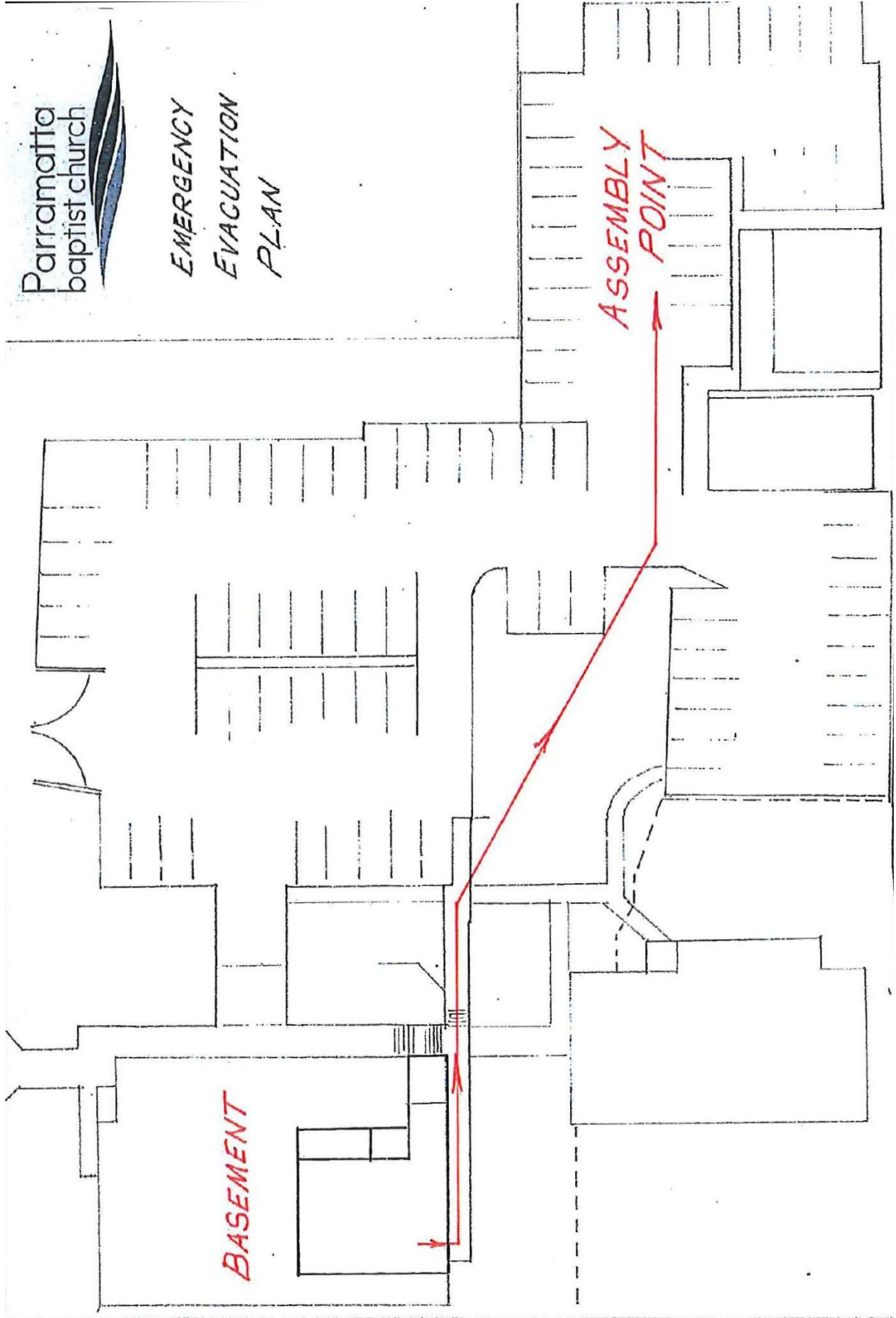
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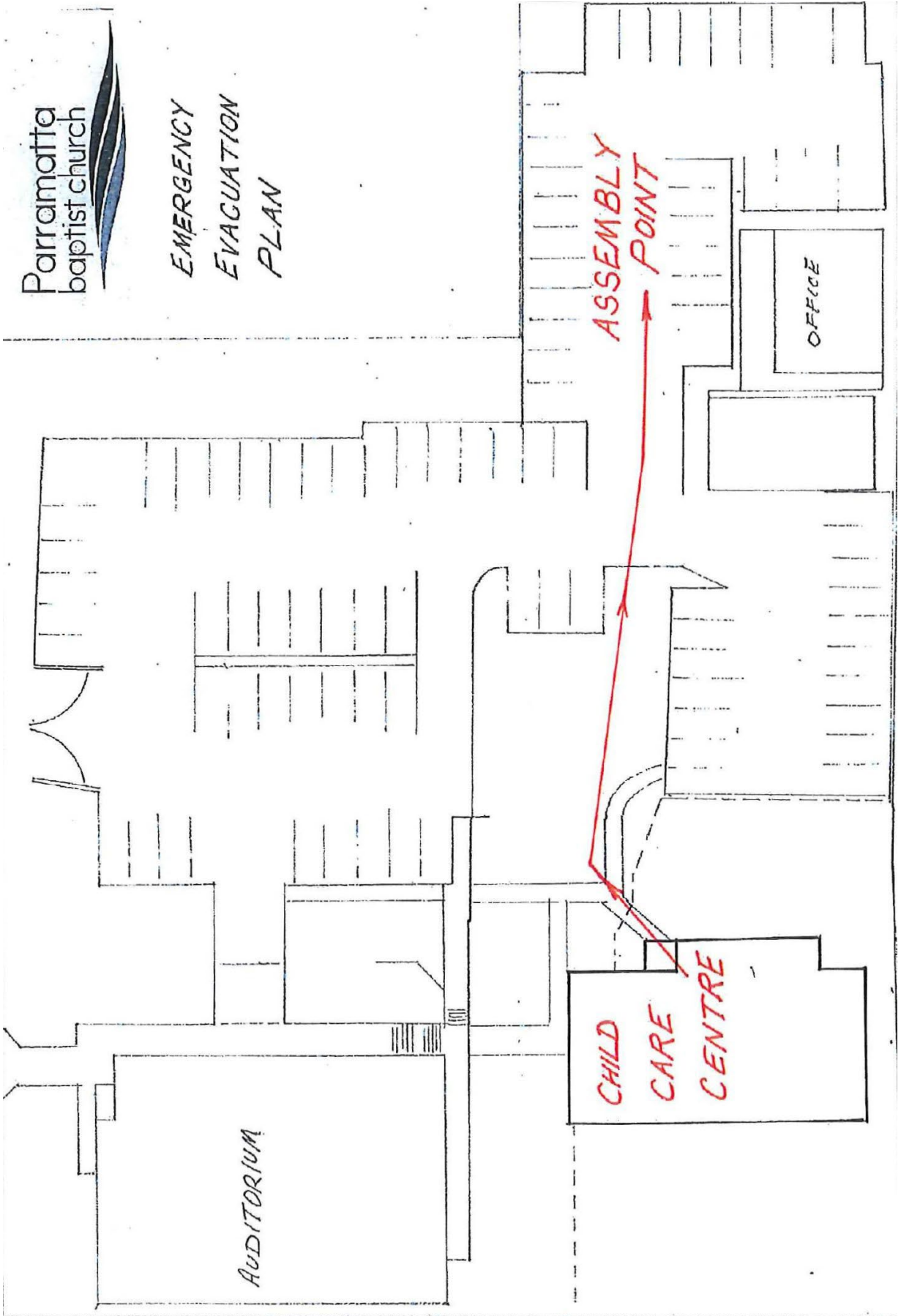
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ASSEMBLY
POINT

OFFICE

CHILD
CARE
CENTRE

AUDITORIUM