



Dubbo Baptist Church

EMERGENCY PLAN

RESPONSE

ADOPTED BY THE ELDERS 31/03/2022

RESPONSIBILITIES

WORK HEALTH & SAFETY TEAM

The WHS team is responsible for the maintenance and upkeep of the ERP (Emergency Response Plan) and training of Emergency Control Personnel (ECP).

The duties of the WHS team shall include the following:

1. Identify events that could reasonably produce emergency situations;
2. Develop an Emergency Response Plan (ERP);
3. Ensure that resources are provided to enable the development and implementation of the ERP;
4. Test the emergency response procedures at least annually;
5. Ensure the ERP is reviewed at the end of the validity period;
6. Maintain a current *Register of ECP (FIR-001)*;
7. Prepare a report on any emergency responses or drills.

EMERGENCY CONTROL PERSONNEL (ECP)

The ECP consists of a range of people trained to fulfil one of the following positions in the event of an emergency:

	CHIEF WARDEN	AREA WARDENS	FIRST AID PERSONNEL
Sunday Services	Duty/Security Person	Elders	Names & photos of qualified First Aid Personnel (<i>AID-002</i>) are located in: <u>KITCHEN</u> : on the door of the First Aid cupboard. <u>OFFICE</u> : ER station* (<i>in chief warden's kit bag</i>). <u>STOREROOM 1</u> : Duty/Security station.
Office Hours	Church Secretary	Pastors & Church Secretary	
Friday Youth Activities	(1). Youth Pastor (2). Youth Ministry Team Leader	All youth leaders	
Other (<i>church events held outside office hours eg. Alpha, men's prayer, Christmas dinners</i>).	Ministry Team Leader or organiser responsible for event	Team members or as appointed by person responsible	

*Emergency Response Station.

The ECP structure provides the flexibility to cater for maximum and minimum occupancies and is readily adapted to suit the number of trained personnel on site in any particular circumstance. At the time of the activation, all ECP trained personnel on site, other than any involved in First Attack Firefighting, shall report to the Chief Warden who will assign ECP roles.



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EMERGENCY RESPONSE PLAN

Property Address: Dubbo Baptist Church
251 Cobra Street
DUBBO NSW 2830

Church Phone No. Church – (02) 6884 2320

Nearest cross street: **Cobra Street and Wheelers Lane**

Emergency Assembly Area

The **Primary** Emergency Assembly Area is located at the western end of the carpark at the start of the “Exit” driveway.

Emergency Contacts

For an up-to-date list of all Emergency Phone Numbers, please refer to evacuation procedure.

EQUIPMENT & SERVICES

Alarms

A security alarm is fitted within the DBC centre for protection against fire and intrusion. A duress alarm is connected.

A battery operated smoke detector is fitted in the kitchen and a back to base smoke detector is fitted in the office area and switchboard.

Electricity

There are several switchboards within the DBC centre.

1. Within office storage area
2. BaptistCare conference room

Gas

LPG gas bottles are used for the barbeque and are stored in the outside storeroom. No other gas is connected.

Water

The **domestic water** main is located out the front of the church and is central to the carpark.

There are two **fire hydrant** mains – one located approximately 3 metres to the west of the entrance driveway and the second is located 3 metres to the west of the exit.

Keys

All requests for the issuing of keys are to be made through the Church Secretary.

The chief warden has access to ALL keys in the event of an emergency (a master key and demountable key are to be kept in the chief warden’s kit bag).



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Fire Fighting Equipment

Hose reels, fire extinguishers and fire blankets are located around the building to facilitate attacking initial stage fires as indicated on the property evacuation plan.

WARNING – DO NOT USE WATER ON ELECTRICAL FIRES

First Aid

A First Aid kit is stored in the kitchen in the cupboard marked "First Aid". A list of qualified first aiders is also found here (*AID-002*).

FIRE

All fire alarms that occur need to be taken seriously.

If the fire alarm activates, and the location of the fire cannot be instantly determined, the *whole* building must be evacuated immediately following the procedures outlined in the *Evacuation Plan* (see document no. 3.6).

Should a fire occur, it is to be dealt with as follows:

1. If you believe it is safe for you to deal with it, use a nearby extinguisher to do so.
2. If the fire is too big to manage, safely evacuate the area, and alert the Chief Fire Warden.
3. Wait for further instruction from either fire wardens or emergency personnel.

HOLD UP

Anyone being threatened should cooperate and remain calm.

When safe to do so:

1. Notify the police (000).
2. Try to note and report appearance, voice, car registration and any other prominent features and relevant information.
3. Notify Chief Warden to initiate Emergency Response Plan.
4. Chief Warden to assess situation and respond in the most appropriate way.

VERBAL OR PHYSICAL THREATS

Anyone that is being threatened observes someone else being threatened or witnesses a person's behaviour escalating into a potentially threatening situation, should deal with it as follows:

1. Remove yourself or the person being threatened from the danger as soon as possible.
2. Seek assistance from another staff member or someone else who may be on the premises at that time.
3. Attempt to prevent the person from entering the building if possible. Seek assistance from others if on site.
4. Notify the police (000) for assistance and advice.



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5. Report the incident to your team leader, church secretary and/or pastor.
6. Complete *Incident/Accident Form (INC-001)* when safe to do so.

BOMB THREAT PROCEDURE

Whilst it is most likely the call will be a hoax, we cannot afford to take a chance and immediate action must be taken.

The following course of simple actions should be taken:

- **Keep calm** – don't hang up. The recipient is to try to attract someone's attention in order for him or her to ring the police while you engage the caller in conversation.
- If time permits, obtain as much information as possible from the caller by asking the questions detailed on the '*Bomb Threat Checklist (OHS-013)*'.
- Do not use mobile or cordless telephones to call authorities in case the bomb is built to be detonated by radio waves.
- Ring the police immediately and follow their advice.
- Advise the Chief Warden.
- Evacuate- Do not let people re-enter the building until all clear is given by Police or controlling authorities.
- If time permits, ensure all personal belongings are removed as the Police may consider these belongings as suspect, should they be left behind.
- Leave windows and doors open (not fire doors), to allow pressure to escape, should there be an actual detonation of a device.

NOTE - The Police have overall authority and control in bomb threat situations.

Related Documents

AID-002	First Aid Personnel
3.6	Evacuation Plan
INC-001	Incident/Accident Report Form
OHS-013	Bomb Threat Checklist
FIR-001	Register of Emergency Control Personnel