



Dubbo Baptist Church

EVACUATION POLICY.

ADOPTED BY THE ELDERS 02/06/2022

This evacuation plan is the appropriate plan to be used when church staff or other church personnel are onsite.

In any other situation, “RACE” is to be used (see page 2) - for example, where an organisation hires the church facilities for a non-church event outside of office hours.

Remember to remain calm and don't panic.

Evacuation - Evacuation is the rapid removal of people in a safe and orderly manner from immediate or threatened danger in a workplace.

EVACUATION PLAN

Initiating the Emergency Response Plan

For any emergency situation that occurs *when church staff or members are on site*, the following course of action is to be taken:

1. NOTIFY THE CHIEF WARDEN

- Locate the Chief Warden and advise them of the situation (*see Emergency Response Plan 3.5*).
- The Chief Warden will assess the nature and magnitude of the situation and determine whether to phone emergency services.
- Chief Warden determines whether to commence evacuation.

2. NOTIFY TO PREPARE FOR EVACUATION

- The Chief Warden is to obtain the *chief warden's kit bag* at the entry of office 2. The kit bag contains:
 - Chief Warden Checklist (OHS-015)*
 - Whistle
 - Emergency Evacuation Plan
 - List of qualified first aiders
 - Emergency contact numbers
 - Master key and demountable key
 - White helmet
 - High vis vest.
- When coordinating an evacuation, the Chief Warden is to use the Chief Warden Emergency Response Checklist (OHS-015).
 - The Chief Warden will take control via 3 short and 1 long whistle blow and announces evacuation may be necessary.
 - Requests cooperation – to remain seated/return to seats and await further instructions.
 - The Chief Warden will brief Area Wardens on the nature and magnitude of the situation and assign areas.

3. COMMENCE EVACUATION



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- Chief Warden announces evacuation instructing occupants to egress via the nearest safe exit and assemble at designated emergency assembly area.
- If safe, Chief Warden to collect first aid kit as evacuation from the building occurs.
- Area Wardens will check and clear their designated areas and take charge of the building occupants in the designated emergency assembly area.
- Kids Church/Pre-School/Creche: Children will be evacuated under the care and direction of their Area Wardens. Once they are evacuated from the building and at the assembly area they will be reunited with their parents AFTER a roll-call has been completed.
- Mobility impaired building occupants will be assisted to evacuate.

4. AT THE ASSEMBLY POINT

- Chief Warden confirms that all kids church classes have arrived at the assembly point.
- Area Wardens should ensure that no people re-enter the building after it has been evacuated.
- Building occupants should remain in the designated emergency assembly areas until the "All Clear" or further instructions are given.
- Using the list of qualified first aiders in Chief Wardens kit bag, administration of first aid, if necessary, to occur at emergency assembly point. Liase with emergency services on this if they are in attendance.
- Chief Warden in conjunction with emergency services to decide when to re-enter the church building.
- Communicate "ALL-CLEAR" to Area Wardens and advise it is safe to re-enter the church building.

5. COMPLETE REPORTING REQUIREMENTS & DOCUMENTATION

- Chief Warden and area warden to assist emergency services with enquiries.
- Compile a report for the Work Health & Safety Team.



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Initiating RACE

For any emergency situation that occurs when **there are no church personnel onsite** the following course of action is to be taken:

IN AN EMERGENCY
STAY CALM AND FOLLOW:

Use RACE only when there no DBC staff/personnel on site eg. NON-DBC groups/individuals.

R **Rescue** - If safe to do so, assist anyone in immediate danger. Help them get to a safe area as quickly as possible.

A **Alert** - Alert anyone else in the building. Call 000 (Address: 251 Cobra Street (nearest cross street: Wheelers Lane).

C **Contain** - Contain the fire as much as possible by closing doors and windows behind you during evacuation.

E **Extinguish** - Only attempt to put out the fire if it is small, you have the proper equipment and it is safe to do so.

Please notify the church by contacting:
Rob McGorman (Pastor) - 0429 171 737
Mitchell Thompson (Pastor) - 0401 226 910
Carolyn Brown (Secretary) - 0408 478 608
Shane Duke (Elder) - 0448 983 810

EMERGENCY CONTACTS

In the case of an emergency, the following list of emergency contacts may be used.

Executive Pastor Robert McGorman – 0429 171 737

Pastor Mitchell Thompson – 0401 226 910

Carolyn Brown (Church Secretary) – 0408 478 608

Shane Duke (Elder) – 0448 983 810