



# Emergency Management Program Implementation Guide

**Anglican Church  
Diocese of Sydney**  
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**RISKLOGIC**  
FORWARD THINKING RISK MANAGEMENT

# Emergency Management Program Implementation Guide

## Introduction:

This document provides a guide to implementing the Emergency Management Arrangements for your parish. It is designed to provide an overview of the implementation steps and to complement the more detailed procedures, forms and templates found in the Emergency Response Plan.

## Implementation Steps:

Table 1 outlines the key elements of the Emergency Management requirements, along with the actions required, and guidance notes.

Your kit contains the following:

1. An Emergency Response Plan – this is designed to give your parish basic instructions to prepare for and respond to an emergency.
2. Important Information Form – this is for you to record specific information for your parish and should be kept with your Emergency Response Plan.
3. Evacuation diagram instructions – these instructions provide guidance on how you can develop your evacuation diagrams for the buildings at your parish.
4. Emergency Management Induction CD – this is for all clergy, staff, and appropriate parishioners to complete so they are aware of the basic information and processes to follow during an emergency. This CD also contains a quiz to complete to test learning.

## Assistance:

Should you require assistance or need to clarify the requirements for completing the Emergency Response Plan for your parish, please do not hesitate to contact Grant Ziarno from RiskLogic on 1300 731 138.

## Next steps:

- Read this implementation guide
- Familiarise yourself with the Emergency Response Plan
- Complete the Important Information form
- Action any other aspects of your emergency management program per this implementation guide

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## Table 1 - Implementation steps:

The numbered steps in this table are purposely not in order.

These steps relate directly to the numbered steps in the Emergency Readiness Checklist

Procedure item	Step	Action required	Guidance Notes	Completed
<b>Emergency Readiness Checklist</b>	Start	Complete the Emergency Readiness Checklist	<ul style="list-style-type: none"> <li>▪ Go through the checklist, mark a Y in the 'Y/N' column if the action has been completed</li> <li>▪ Use this guide and other information in this kit to complete the checklist, and address any action required</li> </ul>	
<b>Emergency Control Team (ECT)</b>	1.1 1.3 1.4 1.5	Establish an Emergency Control Team	<ul style="list-style-type: none"> <li>▪ The ECT has an Emergency Coordinator and Emergency Officers</li> <li>▪ The Emergency Coordinator can be clergy, a church warden or any other parishioner</li> <li>▪ Emergency Officers can be clergy, church wardens or volunteers</li> <li>▪ Responsibilities for the positions on the ECT are on pages 9 &amp; 10 of the Emergency Response Plan</li> </ul>	
	1.2	Maintain a register of all ECT members	<ul style="list-style-type: none"> <li>▪ Update the "Important Information" sheet with the names and details of the ECT</li> </ul>	
	1.6	Obtain hats/caps or vests to identify the ECT	<ul style="list-style-type: none"> <li>▪ Members of the ECT must be clearly identifiable during an emergency</li> <li>▪ Emergency Coordinator must have a white hat or cap</li> <li>▪ Emergency officers must have a red hat or cap</li> <li>▪ Vests are optional</li> </ul>	
	1.7	Instruct/train the ECT	<ul style="list-style-type: none"> <li>▪ Have all ECT members complete the emergency management CD training and quiz at least every six months</li> </ul>	

Procedure item	Step	Action required	Guidance Notes	Completed
<b>Emergency Planning Committee (EPC)</b>	2.1	Create an Emergency Planning Committee	<ul style="list-style-type: none"> <li>The EPC is responsible for the overall emergency management of the parish</li> <li>The EPC must have at least 2 members</li> <li>One member must be the Emergency Coordinator, the other must be an able person</li> <li>Responsibilities of the EPC are listed on page 8 of the Emergency Response Plan.</li> </ul>	
	2.2	Conduct an EPC meeting	<ul style="list-style-type: none"> <li>Discuss existing parish procedures</li> <li>Discuss the contents of this Emergency kit</li> <li>Consider who is/will be in the Emergency Control Team</li> <li>Determine how to start putting this plan in place</li> <li>Keep minutes of the meeting</li> </ul>	
	2.3	Document the role of the EPC	<ul style="list-style-type: none"> <li>The EPC roles and responsibilities are listed on page 8 of the Parish ERP</li> </ul>	

Procedure item	Step	Action required	Guidance Notes	Completed
<b>Emergency Response Plan</b>	3.1 to 3.5	Develop an Emergency Response Plan (ERP)	<ul style="list-style-type: none"> <li>You have been provided with an ERP for your Parish</li> <li>Complete the "Important Information" form to ensure the Parish has up-to-date information around the specific Emergency Management Arrangements for your Parish. Refer to table 6.0 for guidance on completing this form</li> <li>Review the ERP and important information at least annually, or when there are changes within the parish</li> <li>Review the ERP and important information after an incident</li> </ul>	

Procedure item	Step	Action required	Guidance Notes	Completed
<b>Evacuation Diagrams</b>	4.2 to 4.9	If you have identified from the Emergency Readiness Checklist that your Evacuation Diagrams are not right, use the 'Evacuation Diagram Instructions' to create new ones.	All the information required to do this is in the 'Evacuation Diagram Instructions', in this kit.	
	4.1	Place diagrams in building	Place the evacuation diagrams in common areas of the Parish buildings	




## Table 2 - Important Information:

The steps below relate to completing the 'Important Information' form. This must be kept with the Emergency Response plan.






Procedure item	Step	Page #	Action required	Guidance Notes	Completed
<b>Important Information</b>	1	1	Parish Address - Insert your parish address	-	
	2	1	Nearest cross street - insert the nearest cross street	-	
	3	1	Phone Number - Insert the best contact number for contact during an emergency	This may be a landline or the Emergency Coordinator's contact details.	
	4	1	Building type - Insert information about the construction materials of your buildings	Examples may include: <ul style="list-style-type: none"> <li>▪ Brick</li> <li>▪ Timber</li> <li>▪ Stone</li> </ul>	
	5	1	Occupancy - Insert the number of people that might be in church buildings	This will be the capacity of the buildings. For example: if the church can hold up to 180 people, then write in 180.	
	6	1	Hours of occupancy - Insert the usual hours that people would be in church buildings		
	7	1	Special hazards - Insert any hazards that may cause an	Examples may include: <ul style="list-style-type: none"> <li>▪ Slippery walkways when wet</li> </ul>	


Procedure item	Step	Page #	Action required	Guidance Notes	Completed
			emergency or affect the response during an emergency	<ul style="list-style-type: none"> <li>▪ Traffic hazards due to busy roads</li> <li>▪ Storage of chemicals on site</li> <li>▪ Existence of gas on site</li> </ul>	
	8	1	Primary Evacuation Assembly Area – this area will be an area where all people can assemble in an emergency evacuation	Considerations: <ul style="list-style-type: none"> <li>▪ Area large enough to accommodate all persons</li> <li>▪ Far away from buildings to avoid flying debris, exploding windows etc</li> <li>▪ Preferably not across main roads</li> </ul>	
	9	1	Secondary Evacuation Assembly Area – if the primary assembly area is not safe to evacuate to, a secondary assembly area should be allocated	As per guidance notes above. However this is usually further away from the parish – at least a block away	
	10	1	Emergency Control Point	This is an area where the Emergency Coordinator would meet the Emergency Services as well as a point where the Emergency Officers can report to the Emergency Coordinator	
	11	1	Secondary Emergency Control Point	As per guidance note above. If the primary emergency control point cannot be reached, the secondary emergency control point will be an alternate point for the Emergency Coordinator to meet emergency services and the Emergency Officers	

Procedure item	Step	Page #	Action required	Guidance Notes	Completed
<b>Emergency Coordination Team (ECT)</b>	1	1	List the names, position and phone number for each person taking on an ECT role	<p>The ECT is the emergency team. This team will respond to an emergency, and ensure the safety of clergy, staff, parishioners and visitors.</p> <p>The Emergency Coordinator will usually be the Risk Management Coordinator or a church warden. This person will be responsible for coordinating an emergency response.</p> <p>Emergency Officers may be clergy, staff, Church Wardens or parishioners.</p> <p>A qualified first aid person should be allocated the First Aid Officer position.</p>	
<b>Building Profile and Systems</b> <i>Use a separate page for each building</i>	1	2	Number of floors – insert the number of floors in the building	-	
	2	2	Car parking – is there car parking on site? Insert either 'yes' or 'no'	-	
	3	2	Lifts – are there lifts installed on site? Insert either 'yes' or 'no'	-	
	4	2	Fire escapes – are there fire stairwells? If so, are they fire isolated? Insert either 'non fire isolated exits' or 'fire isolated exits'	For <b>fire isolated exits</b> , the doors sealing the stairwell will have a plaque on the spine and door frame stating the fire rating level (FRL) e.g. FRL 60 / 120 / 180. These numbers indicate the number of minutes the doors will prevent fire from getting past.	
	5	2	Method of access control – how are the buildings accessed? Is it by key or swipe card or another method? Insert how the buildings are opened	-	
	6	2	Emergency door release – if	-	

Procedure item	Step	Page #	Action required	Guidance Notes	Completed
			the doors are electronically opened (e.g. swipe key, passcode), do they automatically open when the Fire Indicator Panel or alarms are activated? Insert either 'yes' or 'no'		
	7	2	Manual overrides fitted – if the doors are electronically opened (e.g. swipe key, passcode), do they have a manual override to open the doors and exit the building? Insert either 'yes' or 'no'	If the doors have a manual override, there would be a button (usually green or silver) which can be pressed to open the doors.	
	8	2	Closed Circuit TV (CCTV) – is there a CCTV system at the parish? Insert either 'yes' or 'no'	-	
	9	2	If the parish has a security system, are the exit doors alarmed? Insert either 'yes' or 'no'. If yes, insert the hours that the doors are alarmed, e.g. from 10pm to 6am	-	
	10	2	Fire hose reels – insert either 'installed' or 'not installed'		
	11	2	Fire hydrants – are there fire hydrants on the parish grounds? Insert either 'installed or not installed'		
	12	2	Fire extinguishers - insert either 'installed' or 'not installed'		



Procedure item	Step	Page #	Action required	Guidance Notes	Completed
	13	2	Fire blankets - insert either 'installed' or 'not installed'		
	14	2	Smoke/thermal detectors – insert either 'installed' or 'not installed'	 <p>Used to detect smoke/heat presence within an area. Once triggered the fire alarms will be activated automatically if you have a fire indicator panel. If you do not have a FIP, the smoke/thermal detector will beep to indicate presence of smoke.</p>	
	15	2	Sprinklers – insert either 'installed' or 'not installed'	 <p>Sprinklers are heat activated, and release water when they reach a minimum temperature.</p>	
	16	2	Break glass alarms – insert either 'installed' or 'not installed'	 <p>These red or white manually activated alarms are designed so that you can press them to activate the fire indicator panel / alarms.</p>	
	17	2	Fire Indicator Panel – insert either 'installed' or 'not installed'	 <p>The Fire Indicator Panel (FIP) is activated when a smoke detector, break glass alarm or sprinkler is activated. The red box inside the FIP (Alarm Signal Unit)</p>	

Procedure item	Step	Page #	Action required	Guidance Notes	Completed
				automatically sends a message via a fire monitoring company to the Fire Brigade.	
	18	2	Monitoring company – if the parish has a fire indicator panel installed, it should be linked to a fire monitoring company. Insert the name of the fire monitoring company	You will find the details of the monitoring company within the Fire Indicator Panel. Open the panel using a 003 key, and look for a sticker showing the monitoring company contact details.	
	19	2	External bells – insert either 'installed' or 'not installed'	 <p>Located on the outside of buildings, the external fire bell will be activated when the central fire alarm system is activated.</p>	
	20	2	Internal alarm – insert either 'installed' or 'not installed'	<p>Internal alarms may take the form of the following:</p> <ul style="list-style-type: none"> <li>▪ PA system</li> <li>▪ Air horns</li> <li>▪ Internal fire bells</li> <li>▪ Any other way of audibly raising the alarm</li> </ul>	

Procedure item	Step	Page #	Action required	Guidance Notes	Completed
<b>General Communications</b>	1	3	Phone system – Is there a phone system installed or just a single phone line to the parish? Insert either 'PABX' if there is a phone system or 'Landline' if there is just a normal phone		
	2	3	Switchboard location – If there is a phone system insert the location where it is installed, otherwise insert 'Not Applicable'		
	3	3	Battery back-up – If there is a phone system insert how long the battery back-up will last, otherwise insert 'Not Applicable'	This information may be on the phone system itself or in the instruction manual.	
	4	3	Public address (PA) system - insert either 'installed' or 'not installed'		
	5	3	Other communications – insert any other forms of communication	This may include: <ul style="list-style-type: none"> <li>▪ Mobile phone</li> <li>▪ Two-way radio</li> <li>▪ Pager</li> </ul>	
<b>First Aid</b>	1	3	First aid room – insert the location of the first aid room if there is one, otherwise insert 'not installed'		
	2	3	First-aid personnel – insert the names of any first-aid qualified person		
	3	3	First-aid kits – insert either 'installed' or 'not installed'		
<b>Emergency planning committee</b>	1	3	Insert the name, position and contact number of	The Emergency planning committee is made up of the Emergency Coordinator	

Procedure item	Step	Page #	Action required	Guidance Notes	Completed
			members	and at least one other able person. Details of their responsibilities are in the Emergency Response Plan on page 8	
<b>Emergency contact details</b>	1	4	In each of the text boxes, enter the relevant emergency contact information		