



SOUTH COAST LIFE CHURCH

Emergency Management Plan

The Pastors and Elders of South Coast Life Church are legally responsible for ensuring the safety of everyone in their workplace (especially during emergencies). This includes employees, volunteers, contractors, church members and visitors. Whilst they may delegate tasks to a Safety Officer, the legal responsibility for ensuring a safe environment rests with the senior leadership.

This Emergency Management Plan outlines what people should do in the event of an emergency such as a fire, explosion, medical emergency, bomb threat or robbery.

Important Details

- For Ambulance, Fire, or Police Emergency ring 000
- Site Address: 'Graham Park' 8 Schofields Lane Berry 2535 (Old Bull Farm - 1km south of Berry township just off the Princes Highway)
- Safety Officers are the Pastoral staff, Elders, and Ministry leaders on duty at the time of an incident

Contact numbers of Pastors:

(To be inserted upon commencement)

Safety Officers who instigate emergency procedures are to:

- Know how to access First Aid Responders.
- Know how to access Fire Wardens.
- Encourage all people to remain calm and orderly.
- Give people clear advice to follow the emergency procedures and not to go back for valuables.
- Delegate the care of people with disabilities.
- Make sure all people are clear of any incident.
- Fill in an Incident Report Form ASAP after the incident.

In case of a Medical Emergency at SCLC:

Safety Officers on duty at the time of a medical mishap should:

- Access a trained First Aid responder, who if safe to do so, will apply First Aid. If the situation is beyond the scope of basic First Aid:
- Arrange for the injured person to be transported to a doctor or hospital for treatment.
- If more serious ring 000 and request an ambulance.
- Fill in an Incident Report form ASAP after the incident.
- Ring Safe Work Australia on 131050 if it is a 'Notifiable Incident'.

Notifiable Incidents include:

- The death of a person
- A serious injury or illness
- A person is admitted to hospital
- A dangerous incident.

For further information on Incident Reporting:

<https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet>

List of First Aid Responders at SCLC is found in the:

- Front Office (adjacent to the front entry foyer)
- Kitchen
- Basement

First Aid Kit is situated in the front office. (There are 2 small basic First Aid kits situated in the Kitchen and the Basement).

Fire Blankets are in the Kitchen and the staff office.

In case of a Fire or Explosion at SCLC:

Safety Officers on duty at the time of a fire or explosion emergency should:

- Access a fire warden - who will select the appropriate rated extinguisher - and where possible extinguish the blaze.

If unable to quickly extinguish the fire or the situation becomes too dangerous immediately ring 000 for Fire Brigade support.

- Evacuate the building (Use the nearest available emergency exits).
- Assemble at the Emergency Meeting Points at the front and rear of the property.
- Aim to get people out of the facility in an expedient and orderly way so that they are out of danger and out of the way of emergency services.
- Fill in an Incident Report form ASAP after the incident.

In case of a Bomb Threat at SCLC:

Safety Officers on duty at the time of any bomb threat should:

- Ring 000 and report the threat to Police
- Evacuate the building (Use the nearest available emergency exits).
- Leave doors and windows open.
- Assemble at the Emergency Meeting Points at the front and rear of the property.
- Aim to get people out of the facility in an expedient and orderly way so that they are out of danger and out of the way of emergency services.
- Fill in an Incident Report form ASAP after the incident.

There are 2 main types of Bomb Threats:

1. Specific: information and the location will be given about the device.
2. Non-Specific: no information given other than e.g. *"There is a bomb in the building"*.

If possible, ask and record answers to:

- Where is the bomb?
- What time will it explode?
- What does it look like?
- What will cause it to explode?
- What kind of bomb is it?
- Why did you place the bomb?

Note anything about the caller and the call:

- Exact wording of the threat.
- Caller's voice - gender, accent, speech impediment.
- Type of language used.
- Background noise.
- The time the threat was received.

In case of a robbery, or robbery attempt at SCLC:

Safety Officers on duty at the time of any attempted Robbery should obey the directions of any armed person.

- **Report the robbery or robbery attempt to Police by ringing 000 ASAP.**
- Fill in an Incident Report form ASAP after the incident.