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1. Emergency Response Procedure Purpose

1.1. Pre-planning is essential for successfully minimising any adverse effects of an emergency or disaster on Multiply Movement and its operations. Emergencies and disasters can take many forms, including physical perils, work accidents, or deliberate acts of terrorism or sabotage.

1.2. Multiply Movement may operate in a variety of settings and buildings as required. If invited to another church Multiply Movement will follow their emergency procedures. However, in the case where Multiply Movement are operating in a rented building or public space the following emergency management procedures will need to be adhered to.

1.3. The following action and recovery procedures have been designed to overview the key elements that should be followed to help reduce the impact of an emergency or disaster. The procedures are to be viewed as guidelines for action rather than a set of rules and can therefore be adapted to suit the unique nature of an emergency situation.

2. Emergency Telephone Numbers

2.1. An emergency is any situation – actual or imminent – that endangers the safety and lives of employees, volunteers, contractors, church members or the security of the properties. For assistance in a medical or safety emergency, call 000 or the local emergency numbers listed below.

EMERGENCY 000

When you call:

1. Identify yourself and the specific location of the emergency.

2. Give the street address
3. Tell what has occurred.
4. Be concise and factual.
5. Relate known or suspected injuries or fatalities.
6. Identify immediate help needed.
7. If appropriate notify: Individuals on your location's emergency contact list.

2.2 Local Emergency Numbers

Group	Phone number	
Police	Life-threatening or time critical emergency	000
	Non-life threatening incident	000
	Local Police Station	
Ambulance	000	
Fire Service Authority	000	
Hospital	INSERT HOSPITAL NAME	
Emergency SMS using mobile	106	
Emergency call from mobile	112	

Electricity supply (service difficulties)	132 412
Emergency SES (in case of flood or storm)	132 500
Gas Leaks – AusNet Services	136 707
Poisons Information Line	131 126

2.3 The Emergency Management Officers who should be contacted in an emergency are:

Multiply Movement **Contacts/Title**	**Name/Location**	**Contact number**
Chief Emergency Warden	INSERT NAME	
Deputy Emergency Warden	INSERT NAME	
Emergency Warden	INSERT NAME	
Emergency Warden	INSERT NAME	

2.4 At the time of an emergency the most senior person will assume the position of chief warden. In the unlikely event that none of the Emergency Management Officials are physically present, they should be contacted by telephone to provide direction.

2.5 Roles

2.5.1 Chief Warden

- As required, evaluate the need for evacuation.
- As required, initiate evacuation.
- Sound/ Initiate the alarm if evacuation is required (phone system or fire alarm).
- Collection of the emergency first aid kit.
- As required, contact Emergency Services.
- Account for all staff, visitors and contractors.
- Liaison and delegate duties/ responsibility to Deputy Warden, Warden and other church members.
- Keep open and accurate information flowing between the Deputy Warden and Warden.
- Evaluate, in conjunctions with Emergency Services if the building is safe prior to any staff, church congregation, contractors or visitors re-entering the building or site.
- Collects, evaluates and completes documentation regarding the review of the emergency situation and outcomes.
- Responsible for media, and information management.

2.5.2 Deputy Warden

- Receive direction from Chief Warden
- Communicate with Chief Warden and Warden.
- Ensure all staff, church congregation, contractors or visitors have been alerted to the evacuation in progress and remain calm as possible.
- Check toilets, offices, meeting rooms for staff, church congregation, contractors or visitors
- Delegate duties to Wardens and staff
- ·Accounts for staff, church congregation, contractors or visitors at the Emergency Evacuation Area and communicate to Chief Warden.

- Assists with the collection of information for the evaluation of the situation.
- Assist with staff, church congregation, contractors or visitors with any issues .i.e. organise first aid if required.
- Act as Chief Warden in an absence.

2.5.3 Warden

- Receive direction from Chief Warden and Deputy Warden.
- Assist with the evacuation and help keep staff, church congregation, contractors or visitors calm.
- Assist with staff, church congregation, contractors or visitors with any issues.
- Communication with Deputy Warden and Chief Warden.
- Assists with the collection of information for the evaluation of the situation.
- Act as Deputy Warden in an absence.

3 Evacuation Plan

3.1 An evacuation of any building where Multiply Movement is operating from may be required in the following circumstances:

- Fire
- Explosion
- Gas Leak
- Natural Disaster
- Bomb threat
- Flooding
- Other unforeseen emergency event or as directed by emergency services.

3.2 If evacuation is required:

- The most senior Emergency Management Officer takes charge and delegates responsibility.

- Inform emergency services of the nature of the emergency.
- Direct all persons in the building to the nearest evacuation point.
- Provide assistance such as first aid to any persons who require it.
- Wait for emergency services to arrive and provide further direction.
- All persons must stay at the evacuation point until instructed to leave by the Chief Warden.
- No one may re-enter the building until instructed to do so by the chief warden.

4. Medical Emergency Actions

4.1 In the event of an injury or other medical emergency:

- Call designated individuals listed in Emergency Contact List.
- Identify your location: building name, street address, office/room/area of building.
- Describe the situation: – What has happened – Type(s) of injuries – Help needed
- Obtain or provide on-site first aid.
- Alert any necessary individuals as outlined in the above contacts list that an emergency is occurring.
- Alert Multiply Movement Director or Secretary who have reference to any personnel files for emergency medical instructions (e.g. diabetic).
- The New Nature Church Director or Secretary will notify family as appropriate.
- Ensure someone is outside to meet and direct the emergency team.
- Ensure personnel at Multiply Movement are trained and certified to administer First Aid/CPR:
- Complete an incident report form

4.2 Incident report form

Name:

_____

Age: _____

Date and Time of Accident/Incident:

_____

Place of Accident/Incident:

_____

Describe Accident/Incident:

_____
_____
_____
_____
_____
_____

Describe nature of injury:

_____
_____
_____
_____

Witness(es) to accident/incident:

_____
_____

What action was taken?

_____
_____
_____
_____

Was Parent/Guardian Contacted? YES NO Time: _____
How?_____

Describe medical treatment/first aid:

_____
_____

Check at least one church official listed who has been notified of incident:

Church Secretary Date/Time notified: _____

Church Director Date/Time notified: _____

Church Board Member Date/Time notified: _____

Signature of Reporter _____

Date/Time _____

Signature of Parent/Guardian _____

Date/Time _____

Signature of Person in Charge_____

Date/Time _____

Signature of Church Official _____

Date/Time _____

5. Fire Prevention

5.1 Multiply Movement operate in a variety of settings and buildings as required. If invited to another church Multiply Movement will follow their emergency procedures. However in the case where Multiply Movement are operating in a rented building or public space the following will need to be adhered to.

Fire and Evacuation Checklist

5.2 Evaluate your building on arrival:	
Type construction	
Heating system	
Fire exits	
Fire exits	
Evacuation routes	
Elevators	
Smoke barrier system (e.g., fire doors, utility chases)	
Detection devices (e.g., heat, smoke or flame detectors, local or central station	

system.)	
5.3 Know the location of fire emergency resources in your area	
Fire alarm pull stations	
Fire extinguishers	
Sprinkler system	
Emergency lighting	
Detection devices (e.g., heat, smoke or flame detectors.)	
Check if the building has fire evacuation maps posted anywhere throughout the building and familiarise yourselves with them.	
5.4 Know your occupants	
Who is in the building?	
What are their ages and abilities? e.g. children in Sunday school?	

6. Fire Emergency Actions

6.1 If a fire occurs, or you detect smoke or a burning odor:

- Pull the closest fire alarm to initiate building evacuation.
- Call 000 and report: - the location of the fire (address of building) - the suspected cause and current status of the fire - your name and phone number DO NOT use elevators.
- Exit building using the closest possible evacuation route.
- After all individuals have been cleared from the area, close all doors to the immediate area of the fire to help isolate the smoke and fire.
- Use the proper fire extinguishers to fight the fire if there is no additional danger to yourself.
- Follow all instructions from the fire brigade and police.
- Assemble outside the facility in designated areas.
- Account for all individuals once assembled in designated areas.
- DO NOT go back into the building. Re-enter only after the “all-clear” is given by the fire brigade.

7. Fire Drills

7.1 Conduct fire drills on regular periodic intervals, at least every 6 months.

7.2 Identify opportunities for improvement of current fire evacuation plan

7.3 Items to evaluate

- Transmission of alarm
- Preparation for building evacuation
- Assembly and accounting of individuals
- Overall following of written fire evacuation plan

Fire Drill Checklist

Fire Drill conducted on:	
Chief Warden Name	
Deputy Warden Name	
Warden Name	
Warden Name	
Number of people evacuated	

Time of first alarm raised	
Time of final evacuation (last person to be standing at the evacuation point.	
Was the emergency evacuation and first aid kit brought to the evacuation point?	
Did the Chief Warden act out calling the emergency services?	
Was a full sweep of the building conducted by wardens?	
Did everyone remain at the evacuation point until dismissed by the chief warden?	

8. Severe Weather

This section is devoted to procedures that should be followed in the event of these severe weather conditions.

8.1 Severe weather preventative Actions

8.1.1 Should threatening weather conditions develop:

- Use your location's weather alert radio ABC Local Radio or television weather channel to monitor the approach and severity of the weather. If the Weather Service issues a severe weather warning for your immediate area, warn all individuals. Close all doors; stay away from windows.
- Monitor approaching storm conditions – sustained high winds, thunder and lightning, wind-chill conditions.
- Ensure that employees are aware of storm safety rules and understand policy for operating or closing under adverse weather conditions.

8.2 Floods

8.2.1 In heavy rains, be aware of flash floods. If you see any possibility of a flash flood occurring, move immediately to a safer location.

8.2.2 Monitor reports on flood conditions.

8.2.3 If advised to evacuate:

- Secure the building.
- Lock the doors and windows.
- Calmly leave immediately.

8.3 Lightening

8.3.1 When a thunderstorm threatens, go immediately inside for protection.

8.3.2 Indoors, stay away from windows, water, sinks, faucets and phones.

8.3.3 If you are in a hard-topped car, stay there. If you are caught outside, stay away from any object that could act as a natural lightning rod, such as a tall tree in an open area.

8.3.4 Stay clear of open outdoor areas, open water or small isolated sheds.

8.3.5 If you are caught in an open outdoor area, crouch low to the ground; do not lie flat on the ground. Get away from fences or other metal objects.

8.4 **Menacing person/weapons threat emergency actions**

8.4.1 If there is a potentially dangerous person in your area:

8.4.2 Call 000 when it is safe to do so.

8.4.3 Also notify any trustees or designated emergency personnel, trained to handle these situations.

8.4.4 If you are in a position to explain your situation, give as much information as possible.

8.4.5 Give your address: Remain calm and cooperate with the person(s).

8.4.6 Make no sudden movements.

8.4.7 If safe to do so, quietly leave the area.

KEEP THIS INFORMATION IN A SAFE LOCATION ON SITE, IN THE EMERGENCY EVACUATION KIT AS WELL AS AT THE DIRECTOR AND SECRETARIES HOME.