



Diocese of Newcastle

Guide

How to fill out The Emergency Management Plan (EMP)

24 June 2014

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Fill in the name of the church, suburb and the address, the address is very important especially the actual street address/number as it will give emergency services the correct location and save critical time. If you are on a corner or have multiple street numbers, be sure to include the details on the front page and on page 9 "Parish Profile" to ensure that emergency service attend to the correct scene

Insert a picture of the church onto the front page if you wish, if not delete

The Anglican Diocese of Newcastle

Emergency Management Plan

for

Insert name of Church/Cathedral
Insert address of Church
Insert suburb of Church

(Insert "hero" photo of Parish Church)

Prepared by: The Anglican Diocese of Newcastle
Authorised by Brendon Lowndes – Property & Risk Officer
21st August 2013

A hardcopy of the Emergency Management Plan (EMP) needs to be kept in easy access in a place that will allow its use in a case of an emergency. The parish Office if you have one is probably the best place, or the vestry if in a smaller parish area.

If you have multiple buildings on site that can have workers or volunteers in it, a copy needs to be kept there also. Put the number of the copy on the front cover – pen is fine.

A copy of the EMP needs to be sent to the 2 nearest Fire stations if you are in an urban environment and The RFS if in a rural setting. It is a good idea to contact your local fire brigade as they are the people who will react to help you in an emergency and can provide good advice regarding EMP's and fire preparedness in general.

If you make any adjustments to the Plan in terms of contacts etc , or you make any changes to the buildings or add buildings to the grounds you will need to review the EMP to see that it is still current for things like the muster point. Write down when you make an amendment

1. Distribution List

Plan Rev No.	Revision Name	Copy no.	Issued to:	Date:	Location:
Rev 0	Draft	1		--/--/2013	Vestry/Office
Rev 0	Draft	2		--/--/2013	
Rev 0	Draft	3		--/--/2013	
Rev 0	Draft	4		--/--/2013	
Rev 0	Draft	5		--/--/2013	Insert name of Fire Station 1 or Rural Fire Service
Rev 0	Draft	6		--/--/2013	Insert name of Fire Station 2

2. Amendments

Plan Rev No.	Revision Name	Reviewed by	Position	Date of Approval	Comment/Reason For change
Rev 0	Draft	Brendon Lowndes	Property & Risk Officer	21/08/2013	Original Document
Rev 1				21/08/2015	
Rev 2				21/08/2017	

Parish of Insert name here Emergency Management Plan Rev 0.docx Page 3 of 21

Fill out all emergency and important contact details and numbers



5. Emergency Numbers

Organisation		Phone Number
Police	Critical or life-threatening emergency	000
	Non-life threatening incident	000
	Local Police Station	(insert local number)
Ambulance		000
NSW Fire Brigade		000
	Name of Local Fire Station 1	(insert local number)
	Name of Local Fire Station 1	(insert local number)
Rural Fire Service		000
State Emergency Service		132 500
Hospital(s)		(insert local number)
		(insert local number)
Gas		(insert local number)
Electricity		(insert local number)
Water Corporation		(insert local number)
Environment Protection Agency:		9995 5000
Plumber	(Insert name)	(insert local number)
Plumber	(Insert name)	(insert local number)
Electrician	(Insert name)	(insert local number)
Electrician	(Insert name)	(insert local number)
Other:	Add relevant contacts and numbers	
Other:	Add relevant contacts and numbers	
Other:	Add relevant contacts and numbers	

Fill out all emergency Parish contact details and numbers, if you have more simply add more lines, if you are in a small parish, delete any lines not required.



6. Emergency Contact Information - Parish Personnel

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Dean/ Parish Priest/Incumbent				
Churchwarden				
Churchwarden				
Churchwarden				
Churchwarden				
Churchwarden				
Parish Council Safety Delegate				
Parish Secretary				
Parish Treasurer				
Mission Secretary				
Hall Committee Member				
Hall Committee Member				
Hall Committee Member				
Hall Committee Member				
Op Shop Volunteer				
Op Shop Volunteer				
Op Shop Volunteer				
Op Shop Volunteer				
Op Shop Volunteer				
Op Shop				

Fill out all Parish profile contact details and numbers, if you have more simply add more lines, if you are in a small parish, delete any lines or areas not required.

If you have multiple sites with different street addresses include these in the profile, this will help to identify the exact location of the emergency to emergency services

Out of hours contacts are important if you lease church property to community groups that may use the hall out of business hours.

7. Parish Profile

The Parish profile is a brief description of the Parish, including, how many buildings and rooms are on the property, how many staff, volunteers etc. Include any unique situations or information, such as other tenants, Op Shops, regular Hall users,

PARISH PROFILE SUMMARY	
Name of Parish:	Days/Hours of Operation:
Address:	Numbers
	Parish Roll:
	Workers with disabilities:
Parish Phone:	Volunteers with disabilities:
Parish Fax:	Staff:
After Hours Emergency Contact:	Name:
	Phone:
	Name: <i>fill this in only if required</i>
	Phone: <i>fill this in only if required</i>
Number of Buildings on Site:	
Church	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Hall:	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Hall 2:	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Rectory:	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Op Shop:	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Tenant no.1	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Tenant no.2	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Tenant no.3	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>
Other:	Name: <i>fill this in only if required</i> Phone: <i>fill this in only if required</i>

8. Emergency Management Team (EMT)

EMT Members and Tasks

EMT Member	Tasks	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Emergency Controller	In charge of overall management of emergency situation	[Insert name, after hours number and mobile phone number]	[Insert name, after hours number and mobile phone number]
Other EMT Members	Tasks	Name of staff member and contact details	Name of 'Back up' staff member and contact details
[Other]	{Insert tasks}	[Insert name, after hours number and mobile phone number]	[Insert name, after hours number and mobile phone number]
[Other]	{Insert tasks}	[Insert name, after hours number and mobile phone number]	[Insert name, after hours number and mobile phone number]
[Other]	{Insert tasks}	[Insert name, after hours number and mobile phone number]	[Insert name, after hours number and mobile phone number]

Fill out the details of those in the parish who have been delegated to perform duties in the event of an emergency. If you haven't allocated anyone yet, now would be a good time to start.

Some but not all duties of the emergency team could be;

1. In charge of overall running of the evacuation
2. Calling emergency services
3. Direct people from the building to the muster point
4. Fighting the fire if safe and appropriate – very small fires ok, but medium to large are for emergency services, has someone in the parish been to a fire appliance training course?
5. Checking buildings are clear from any individuals - if safe to do so
6. Roll taking and checking

Discuss these roles within the parish and select the most appropriate people for the jobs



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Emergency Drills / Fire Drills – you need to conduct and keep records of emergency drills twice a year approximately 6 months apart. Use Appendix A – emergency procedure record and keep a hardcopy in the EMP folder.

You do not need to hold them in any particular month you can choose months that best suit your parish needs, just hold the drills 6 months apart.



12. Parish Emergency Drills / Training Schedule

Months	Training Event	Person Responsible	Date(s) completed
January			
February			
March			
April	Fire Drill		
May			
June			
July			
Aug			
September			
October	Fire Drill		
November			
December			