

Gungahlin Uniting Church (GUC)

Emergency Evacuation Procedure

1. Purpose and Objectives

This procedure must be followed in the event of any emergency which requires partial or total evacuation of GUC buildings.

2. Definitions

Emergency - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

Building Warden - is in control of the occupants of the whole GUC building and surrounding areas until the arrival of the fire or emergency Service Senior Officer.

Area Warden – give assistance to the Building Warden and are responsible for a particular area eg Auditorium (worship space). An area warden, on becoming aware of the emergency, should implement the emergency procedures for their area, which should include the following actions: ascertain the extent of the emergency. assist people in immediate danger.

3. Scope

This procedure applies to GUC buildings at 108 The Valley Avenue, Gungahlin. This includes the Church building, Food Pantry, Food Garden, playground and outdoor areas. All persons on site at GUC are to follow these procedures.

The Emergency Evacuation procedure provides for:

- safe and orderly evacuation of people from the GUC buildings in an emergency
- early control of a fire or emergency situation
- fire and hazard prevention.

Evacuation from buildings may be necessary as the result of fire, explosion, structural fault, equipment failure, medical emergency or bomb threat. These procedures have been prepared principally for fire emergencies, but they are also suitable for use in other emergencies.

6. Emergency Co-ordination

The roles for coordination of this procedure are outlined below.

Emergency Co-ordination is supported by:

- During GUC Church Services: GUC Minister supported by Church Council members; and the Audio Visual team if required.
- Monday – Friday: Minister and Church Life Worker (if on site during office hours); and
- External Hirers
- Building Warden and Area Wardens GUC (Church Council members, Church Life Worker, and Audio Visual team if required)
- Building Warden and Area Wardens from external hire companies.

7.1 Emergency Coordination

7.1.1 Designated Emergency Coordination

- Emergency Coordination at GUC is designated by Church Council who have identified specific procedures and positions to coordinate emergency response.
- The GUC site is attended by various groups during the week and hence the role of emergency coordination needs to be shared by GUC and external parties using the GUC facilities.
- All parties hiring the GUC Church building will be advised of emergency response requirements as part of their contract signing and site induction. In the absence of GUC staff and church council members being onsite the manager/supervisor of the group using the facility will carry out the role of emergency coordination.
- GUC has an Emergency Floor Plan displayed (Attachment A) and Emergency Assembly Point Plan (Attachment B). The emergency floor plan shows all rooms, exits, assembly areas to be used in case of fire or emergency, fire alarms, extinguishers, fire hose reels and special emergency equipment. The Emergency Assembly Point Plan shows the two designated assembly areas, one is close to GUC and the other some distance from GUC in case the whole GUC site requires evacuation.
- GUC conduct one annual evacuation exercise which involves occupants of GUC buildings (*as stated in Australian Standard AS 3745: Planning for emergencies in facilities, which is applicable to all Australian States and territories*).
- GUC occupants are given instruction in relation to:
 - evacuation procedures
 - means of escape from the building and location of assembly areas
 - the location and operation of fire alarms; and
 - the location and operation of fire extinguishers or other emergency and first aid equipment in the building.

Church Council is responsible for overall coordination of actions in relation to emergency evacuation procedures and they are responsible for:

In preparation, before a fire or emergency:

- Ensuring procedures are in place for maintenance and servicing of the fire safety, first aid and emergency CPR equipment.
- Ensuring evacuation assembly areas are signposted and visible to people using GUC facilities.
- Ensuring that people responsible for emergency are aware of their responsibilities through training, this includes Building Wardens and Area Wardens.
- Identifying congregation members that may require additional assistance in the case of an emergency due to disability or other factors.

8. Building Wardens

As GUC is a facility used by both internal and external parties, the role of Building Warden role is shared and includes:

- During GUC Church Services: GUC Minister supported by Church Council
- Monday – Friday: Minister and Church Life Worker (if on site during office hours); and
- External Hire/Use Coordinators: non church related activities.

8.1 Responsibilities

The Building Warden, during emergency situations, will be in control of the occupants of the whole GUC building and surrounding areas until the arrival of the Fire or Emergency Service Senior Officer.

It is the Building Warden's responsibility in preparation, before a fire or emergency to:

- Assist in training of emergency personnel under their command.
- Direct occupants of the GUC building to assemble in the designated assembly area when required to evacuate the building in an emergency. This will facilitate checking that all occupants are safe and enable the speedy return to the building when the "all clear" is given.

In the case of fire or emergency:

- Responding immediately to an alarm; to determine the nature of the emergency.
- Checking the alarm has been relayed to the fire or emergency service, and initial emergency information is communicated to area wardens.
- Ensuring that designated fire or emergency duties are correctly and promptly carried out.
- Advising area wardens of the emergency and directing them to evacuate areas occupants of the GUC building to assemble in the designated assembly area, if required.
- Acting as liaison officer with Police, Fire Service and other emergency services.
- Ensuring that all emergency service personnel are directed to the area involved in the emergency.
- Liaising with the designated Area Wardens involved in the fire or emergency.
- Advising people when it is safe to re-enter the building, or if alternative arrangements need to be put in place.

9. Area Wardens

Area Wardens should be allocated to each of the GUC areas to ensure emergency response support is available across all buildings and outdoor areas.

Internal GUC building areas include:

- Auditorium (worship space)
- Kitchen, Toilets, Multi-Purpose Room and Storeroom
- Quiet Room and Office,
- Food Pantry.

External GUC areas include:

- Playground
- Community Garden
- GUC shed buildings.

Area warden roles will be supported by:

- GUC members: Church Council members, Church Life Worker and, Audio Visual Team if required.
- External hire/use coordinators and occupants.

9.1 Responsibilities

Area Wardens should:

- familiarise themselves with the area for which they have responsibility including all rooms, storerooms, toilets and exits.
- identify people who may require special assistance during evacuation

- identify means of egress and alternative means of escape
- identify the location of firefighting and emergency equipment
- ensure that passageways and exits are kept clear at all times.

Additional wardens are to be appointed where required to assist the area wardens. This should be on the ratio of at least one to every 40 people located in the building area and take account of the need to have at least one Warden from each business/group attending GUC at the time.

In the case of Fire or Emergency:

Until the arrival of the fire and emergency Service Senior Officer, the Area Warden, under the direction of the Building Warden, will control evacuation of their areas.

The Area Warden should:

- Check the source, type and severity of the emergency.
- Listen and follow instructions from the Building Warden.
- Order the evacuation of the area if necessary.
- Ensure that all occupants are aware that evacuation of the building is necessary and direct the occupants to the nearest accessible exit through which they should proceed to the designated assembly area.
- Ensure that evacuation from the building is orderly, ask occupants to walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
- Ensure that necessary assistance is given to mobility impaired persons and other persons in need of special care.
- Provided it is safe to do so, make a thorough search of the floor area to ensure that no persons remain.
- When all people have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.
- Advise the Building Warden when evacuation is completed.
- Assist the Building Warden in checking that all building occupants have arrived at the assembly area.

These duties will be displayed with the warden hat.

It should be emphasised that the primary role of wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

10. Assistance for Persons with a Disability

Evacuation procedures include procedures for caring for persons with a mobility impairment and in need of special care.

For the purposes of evacuation procedures, people should be considered as disabled if they are unable to evacuate the building without assistance, or if their time to exit the building would be much greater than the average building occupant. Building Wardens and Area Wardens should be aware of persons with a disability within their area.

Arrangements should be made for a person to be assigned to assist each disabled person in an emergency. This person should be someone in close proximity to the disabled person and they should assist the disabled person to a predetermined "safe" area. The Fire Service will determine the method of evacuating disabled persons from safe areas.

The Area Wardens should inform the Building Warden of the number of disabled persons, the location and the nature and extent of their disability at the completion of the general evacuation of the area.

The Building Warden should advise the Fire Service, on its arrival, of the situation in the building. The Fire Service will determine what further action should be taken for the safety of disabled persons.

11. Evacuation of GUC Occupants and Visitors

When an evacuation alarm is sounded, **any person leading worship, in charge of a class, seminar or other meeting** should instruct occupants to proceed quietly and quickly to the nearest exit - which include:

- GUC foyer entry doors
- Multi-Purpose Room side door and sliding doors
- Worship Auditorium side door exit
- Food Pantry – sliding doors and roller door

12. Assembly Areas

'Assembly Areas' provide a place where building occupants should meet after they have evacuated from the building. They are considered to be a safe distance from the building, and easy and safe to access by all people, including elderly individuals, children, and those with disabilities.

GUC has two identified assembly areas:

- Primary evacuation point - grassed area located to the rear of the GUC Carpark.
- Secondary evacuation point – Gungahlin Children's Centre Carpark, 7 Fay Lane Gungahlin

GUC groups should ensure that at the commencement of a new Term, or before commencing seminars or other meetings or new school term, the group leader should advise those present of the exits to use in the event of a fire or other emergency and the nominated assembly area.

13. Emergency Evacuation Information

Fire and emergency plans are displayed in the GUC Foyer and Multipurpose Room. The placement of such floor plans is managed by the fire equipment monitoring company.

The evacuation plans show:

- fire exits and escape routes
- manual alarm points
- fire extinguishers and fire blanket
- evacuation assembly areas
- first aid and emergency equipment.

14. Fire and Emergency Equipment

GUC building fire and emergency equipment includes:

- Foyer:
 - Fire Panel with a break glass alarm
 - Foyer Fire Cupboard, Fire Hose and Powder Fire Extinguisher
 - Automated External Defibrillator (Defibrillator)
 - Emergency Floor Plan with emergency assembly points detailed.
- Multipurpose Room - CO₂ Fire Extinguisher -
- Kitchen:
 - Fire Blanket
 - First Aid Kit
- Food Pantry: Powder Fire Extinguisher
- Green exit lights – emergency egress locations
- Evacuation Assembly point – signposted.

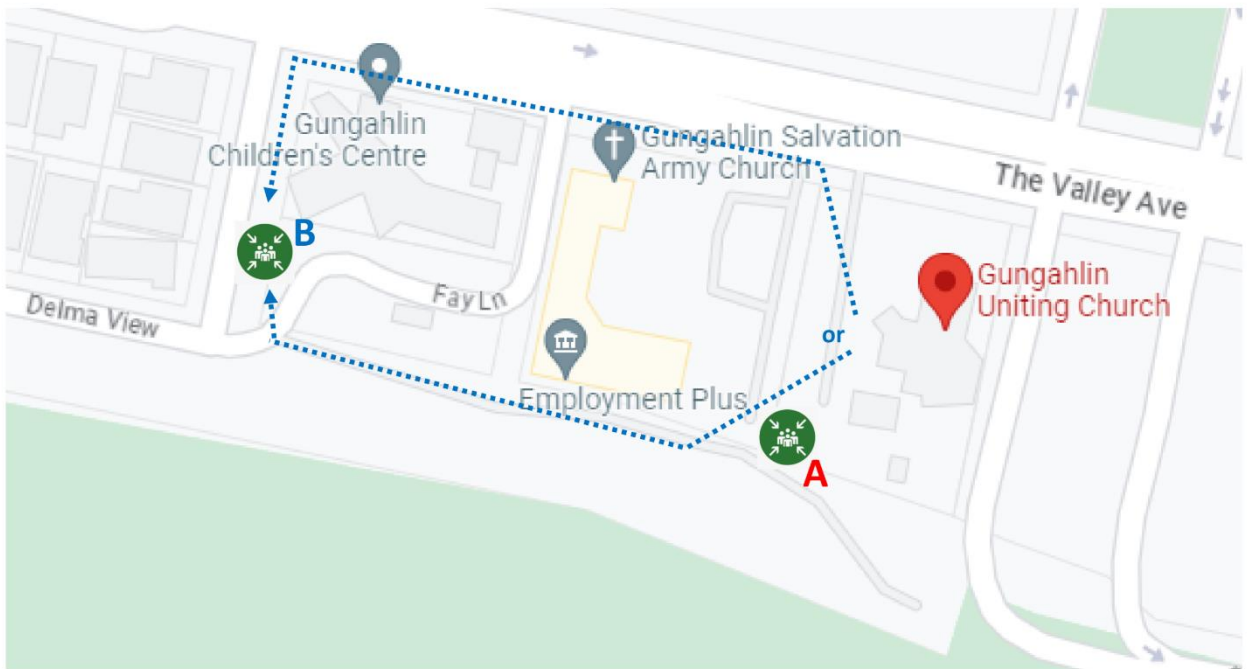
15. Servicing of Fire Equipment

GUC has an annual contract with a fire equipment monitoring company which maintain and service fire equipment on a regular basis. This includes inspection and testing of the fire equipment monthly and detailed testing 6 monthly.

Attachment A



Emergency Assembly Points



Emergency assembly points

If unsafe to assemble at **A**, move to **B** (carpark behind Gungahlin Children's Centre).