



## St John's Anglican Church Canberra

<b>Policy on</b>	Emergency Incidents
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Responsible agency	Parish Council
Electronic file name	Emergency Incidents Policy.pdf
Repository	<a href="https://www.stjohnscanberra.org/documents-and-reports">https://www.stjohnscanberra.org/documents-and-reports</a>
First introduced	7 February 2017 (then known as 'emergency policy')
Parish Council Approval	18 November 2020
Next revision due	May 2021

## LEGISLATION AND STANDARDS

This policy is bound by *The Master Policy* adopted by Parish Council based on the Five Marks of Mission of the Anglican Communion and of the *Governance of the Diocese Ordinance* as the foundations on which our actions are based.

*Australian Standard 3745-2010 Planning for emergencies in facilities (amended in 2014 and 2019<sup>1</sup>)*

## PRINCIPLES

1. That the Parish provides an environment that is safe for worship and work.
2. That the Parish offers, as far as is practicable, resources and training sufficient for its staff, clergy, and volunteers, to ensure that emergencies have been prepared for and appropriate responses are available.
3. That while the ACT remains affected by the COVID-19 pandemic that its current COVID-19 plan will complement this policy.

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<sup>1</sup> <https://www.fireserviceprofessionals.com.au/images/stories/PDFs/qld-building-fire-safety-regulation-2008/3745-2010.pdf> - outline only accessed 8 Aug 2020

## PROCEDURES

1. Given the Parish may have incidents that require an emergency procedures booklet has been made available to staff, clergy, and volunteers in the Parish Office, in St John's Care and the Schoolhouse Museum for their reference. The document is titled: Emergency Procedures Guide. As part of their induction all staff, clergy, and volunteers are to make themselves familiar with its contents. Staff, clergy, and volunteers are asked to seek clarification of any matter unclear to them.
2. Any emergency, potential or actual, is to be reported to the Rector or an Emergency Warden as soon as is practicable.
3. Evacuation site maps are positioned at all main entrances to each of the buildings in the Church Precinct. Each shows the route to the designated Emergency Evacuation Area located between St John's Care and the western precinct boundary with the Canberra Institute of Technology (CIT).