



Guidelines to create an Emergency Response Team

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Overview

Creating a what?

The emergency response team are the people who will manage any building evacuations, and other emergencies to protect the health and/or safety of Our People, as Our People go about Church business.

- Building Wardens
- Traffic Controllers
- First Aiders
- Reception/office admin

The team will be key in providing feedback as to how achievable the Emergency Response Plan is.

Use this document when

- You are creating a new Emergency Response Team
 - You are unsure of what roles are needed in an Emergency Response Team
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How many people are in a team?

The number of people required depends on a number of issues. Remember, no matter how much training a person receives and how effective they are, one person can only do so much, and some buildings are more involved than others.

This document will help you determine how many emergency response people your building will need.

1.0 Factors to consider¹

Number of buildings and floors At least one fire warden for each floor in every building. Two is preferred to cover sickness/holiday.

Number of occupants Enough fire wardens to guide everyone out safely and scout the designated areas for people left behind.

The higher the risk at the building, the more fire wardens and first aiders you will need to help people.

The following table provides a guideline of numbers of emergency response people to the number of other people in the building.

Risk Level	Warden	First Aider (risk assessment dependent)	Traffic Controllers
Low	1 per 50	1 per 100 (if any)	2 per road crossing for traffic, +1 per road crossing for people
Medium	1 per 20	1 upto 20, +1 upto 100, then +1 per 100 thereafter	
High	1 per 15	1 upto 5, +1 upto 50, then +1 per 50 thereafter	

Types of occupants The elderly, children, pregnant women, people with disabilities, and members of the public are some of those at greater risk. Additional fire wardens, and possibly first aiders, are needed where high risk occupants are present.

Are there shifts? Shifts should be organised in such a way that a sufficient number of emergency response team members are always present, and fire wardens should have access to the rota and records of sick leave so they know who is present at any given time.

Holiday and sickness cover There should always be more than one of each team member for their role. This means if one has a day off for sickness or holidays, another is still present.

Type of activities in the building Activity types help determine the level of risk. You should consider:

- Quantities of hazardous goods (combustibles and flammables) – a chemical storage warehouse would be higher risk than an office for example.
- Sources of ignition – naked flames, electricity, and other sources of ignition present in the building or used activities, are higher risk.
- The building materials – brick and stone are more resistant than some of the modern building materials.
- The nature of activities carried out – certain activities might slow down evacuation of the building, such as working with vehicles or machinery that must be turned off. Furthermore, tasks that involve working with sources of ignition or fuel (e.g. cooking or welding) create greater risk.
- The size and complexity of the layout of the building – large rooms and complex layouts take longer to scout and evacuate, so they need to be covered by more people.

Rule of thumb Fire warden must be able to search their designated area **within 2-3 minutes**. All people should have evacuated and be in a safety staircase/route **within 1 minute**.

¹ Source: Sections 1 and 2 modified from <https://www.highspeedtraining.co.uk/hub/how-many-fire-wardens/> 15/01/19

2.0 Roles

General Criteria	<ul style="list-style-type: none">• Available at the necessary/regular hours that the building is open• Physically able to carry out the tasks (i.e. consider asthmatics in a potential smoke inhalation situation)• Suitably trained
Chief Warden	<ul style="list-style-type: none">• May or may not have an area to ‘sweep’ prior to exiting the building• Must be outside in time to meet the Fire and Emergency team and update them• May co-ordinate with Office Reception/minister that everyone is accounted for• Put on the identification equipment (vest/sash/hat)• Ensure 111 has been rung (ring them yourself)• Proceed to assembly area• Await check-in reports from other wardens• Liaise with Fire and Emergency upon their arrival. Tell them the status of the evacuation (i.e. “all out” or the location of anyone remaining inside) and any other relevant information• Ensure everyone stays outside until Fire and Emergency give the all clear.
Warden	<ul style="list-style-type: none">• Put on the identification equipment (vest/sash/hat)• Sweep [name the sweep areas per warden]• Proceed to assembly area• Confirm [location/s] clearance with Chief Warden• Help keep people at the assembly area until Chief Warden gives the all clear
First Aid	<ul style="list-style-type: none">• Put on the identification equipment (vest/sash/hat)• Ensure first aid certification is current• Proceed to an agreed area so that you area easily found if needed• Have your tools of trade easily accessible
Traffic Controller	<ul style="list-style-type: none">• Put on the identification equipment (vest – be seen by traffic!)• Proceed to designated control point• Remain in control of that point until cleared to leave by the Chief Warden or Fire and Emergency NZ

3.0 Training

Training programme	Some buildings may require a more formal training approach for their wardens. This may be due to shift work making it impractical to hold an evacuation drill every 6 months as not everyone will be able to practice.
Training providers	<p>There are a number of training organisations that will provide training to building wardens and first aiders. Internet search “warden training” or “first aid training” to find a list of providers.</p> <p>The following criteria should help with your selection:</p> <ul style="list-style-type: none">• NZQA certified• National provider• Includes fire extinguishers (for wardens)

Share the costs

It is usually cheaper to fill a classroom with your own attendees. Check with your chosen trainer, and then approach other parishes/churches/rohe to see if they will share the class with you and reduce the costs per person.

Record keeping

Keep a copy of the emergency response teams training certificates, pay particular attention to expiry dates so that refresher training can be booked in the future to keep certification up to date.

This information may be useful when applying for evacuation plan approval from Fire and Emergency NZ.

4.0 Equipment

Make the situations easier

Consider what situations would be made easier and safer for the team by using appropriate equipment. Such as

Item	Reason
Torch	If any room loses all light in a power cut
High viz vest/sash	<ul style="list-style-type: none">• Easy to identify• Easy to see
Instructions	<ul style="list-style-type: none">• Attach to the vest/sash for replacement wardens• Use excerpts from the Emergency Response Plan• Use clear, big print instructions
Door tags	To show that the room has been checked by the wardens
First Aid Kits	To ensure the kit is appropriate for the number of people
Flags	To get the attention of motorists so they stop!
Red torches	To get the attention of motorists at night so they stop!
Ramps	For wheelchairs/walkers to get up/down gutters etc (even over raised doorframes) easily and more quickly

Access to the equipment

Locate the equipment so that

- it is easy for the team to access
 - all the equipment for any one particular team member is in one place
 - it is at the beginning of that team member's evacuation path
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Equipment maintenance

Create a maintenance cycle for the equipment. For example check equipment at the same time as smoke detectors at daylight savings start and stop dates.

- Batteries – check, replace
 - Torches – working?
 - First aid kits – check stock levels and expiry dates, replace if necessary
 - Instructions – still relevant?
 - Vests/door tags – still where they are expected to be?
 - Mobility/access equipment – where they should be, still sound and stable?
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5.0 Walk the team through the plan

Why?

Possibly up to now you have been working this plan out yourself. Wait until you share with others! They will find all sorts of things you didn't think of!

A walk through will provide:

- Confirmation that the numbers right
 - Better clarity for each role
 - An assessment of each area
 - An estimate of the walk through time
 - Insights into previously unseen evacuation issues in that area
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Appendix: Example - Calculating team member numbers

The scenario

- A church complex has a chapel with an adjoining foyer, and then a large hall with kitchen, both accessed from the foyer.
 - At the chapel entry is access to the mezzanine and additional seating.
 - The building warrant of fitness states the building capacity is 360.
 - The closest assembly point to fit 360 people is across the road at the park.
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The risk is low

- There are no flammable materials stored on site
 - Sources of ignition are in the kitchen (has extinguisher and fire blanket), and an occasional lit candle in the chapel (has extinguisher)
 - The floors are large and the foyer and hall are simple to navigate.
 - At the back of the chapel are a small number of rooms and access points
 - The building is used for specific purposes:
 - parish meetings
 - worship
 - group activities in the hall
 - cleaning
 - food and drinks
 - The chapel is very recently revamped and the hall/kitchen and foyer are new
 - the smoke detectors are permanently wired in but not monitored.
 - The local fire station is just around the corner
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Number of buildings and floors

4 distinct areas: chapel, mezzanine, hall and foyer

- At least 4 wardens are needed – 1 for each distinct area
 - This also allows for the 2-3 minute timeframe for the wardens to sweep their areas
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Number of occupants

Approximately 60 people attend Sunday Service.

- Based on the level of risk, there would be 1 fire warden for every 50 people. Therefore at least 2 wardens are needed

However the building can be full (360 people) when there is a special occasion

- Based on the level of risk, 8 wardens are needed when the building is full
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Types of occupants

Two of the congregation members use wheelchairs and two use walkers. One of the wheelchair users is very self sufficient and the other three congregation members all have a family member/buddy to assist them if required.

- Without the already existing buddy system, an additional 3 wardens would be required
 - Ramp access is required to overcome the gutter across the road going to the assembly point
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Access to the assembly point

The footpath is too small to accommodate even 60 people let alone the potential 360 people. The park across the road was selected as the assembly point.

- 3 traffic controllers are needed – 1 for each direction of traffic, and 1 to shepherd the people across the road
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First Aid

It was decided that the wardens would not be first in line to administer first aid, although they would also be trained in first aid.

- 1 dedicated first aider is needed
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Holidays and absences

It was decided that every core team member would have a back up person.

- An additional 4 wardens, 3 traffic controllers and a first aider are needed
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Conclusion

With a total trained team of 8 wardens, 6 traffic controllers and 2 dedicated first aiders, the parish felt confident that there were sufficient people for a full evacuation of the maximum 360 people the building could hold.
