



Instructions to complete the Emergency Response template for Parish/Rohe/Office

Table of Contents

Overview	1
Conventions	2
Bulk Changes	2
Instructions	2

Overview

Aim:

An easy to see, easy to flick through Emergency Response Plan.

Parish/Rohe - Side tab or flipchart template?

		Side Tab	Flipchart
<i>Designed for</i>	Single sided print	✓ ^①	
	Double sided print		✓
	Flip on short edge		✓
	Colour printing	✓	✓
<i>Knowledge needed</i>	Tables	✓	✓
	Insert picture	✓	✓
	Text boxes	✓	✓
	Sections		✓
	Page breaks		✓
	Flip on short edge		✓

① Can be converted to double sided printing if you insert blank pages in appropriate places.

Small Office – flipchart template

An office template (flipchart style only) has been provided, use these instructions and rework Parish/Rohe scenarios to suit.

Conventions

Item	Note
[square brackets]	<ul style="list-style-type: none"> [square brackets] indicate a name that has to be replaced with the details specific to your building. Ensure you remove the actual brackets themselves!
{phone}	<ul style="list-style-type: none"> Enter the {phone} number including the area code (area codes are required for mobile phone calls). Ensure you remove the actual brackets themselves!
Highlights	<ul style="list-style-type: none"> If a word in the Emergency Response Plan is highlighted, then there is a corresponding note in this instruction document Ensure the highlights are removed when you are finished.

Bulk Changes

“Find/Replace” the following throughout entire template...	With your...
Xxx	Street Address
Yyy	Town
Zzz	Building Name
[Parish Superintendent]	Parish Superintendent’s/Rohe Liaison name

Instructions

Note Order

These notes are ordered as they appear in the Emergency Response Plan templates.

Item	Note
Wardens	<ul style="list-style-type: none"> If your wardens change depending on who is on door duty, state this in the Emergency Response Document. Think about having a “Today’s Warden” name board visible (like a pub has for the “Duty Manager’s” name)
First Aiders	<ul style="list-style-type: none"> If your First Aiders change depending on who is attending the building, state this in the Emergency Response Document. If you are unlikely to have regular, or fixed First Aiders, ensure that the Emergency Response Plan highlights appropriate actions to compensate.
After hours – contact names	<ul style="list-style-type: none"> This may have to be expanded to include the names of the various groups that may also use your building. However, depending on the group they should have their own Emergency Reponse Document. Regardless of whether they have their own documents or not, each group must be consulted to ensure: <ul style="list-style-type: none"> Clear definitions of effort without overlapping duties.

Item	Note
Report Incidents to	<ul style="list-style-type: none"> This should be the most appropriate person to feed the information up to Synod, or your ultimate reporting body.
Emergency Contacts - Medical Centre	<ul style="list-style-type: none"> You must contact the medical centre to confirm that they take walk-in-patients for emergency care, otherwise write down the nearest <u>after hours</u> emergency care provider.
Neighbours	<ul style="list-style-type: none"> Include neighbours that may be impacted by the activities that are undertaken on site. Generally they will be on the same side of the road Include the ones that are adjacent to car park entries
Contractors and Consultants	<ul style="list-style-type: none"> Your building may not require an extensive list, therefore delete/add names as required The list of names should be those people/companies that help to manage the building (something goes wrong – who gets called?)
Power Failure: If you are stuck in an elevator	<ul style="list-style-type: none"> Delete this if your building doesn't have an elevator
Explosions	<ul style="list-style-type: none"> If you think that the risk of explosions is highly unlikely, then this section can be deleted. If you require assistance to re-adjust your document to take a section out, email a copy of your document to healthandsafety@methodist.org.nz
Earthquake: During	<ul style="list-style-type: none"> Where you shelter will be dependant on your building, and the number of people in the room. Delete/rearrange the “During” bullet points as required Hold a discussion with those people so there can be an agreed plan (before the earthquake actually happens!)
Bomb Threats and Suspicious Objects	<ul style="list-style-type: none"> If you think that the risk of bomb threats etc is highly unlikely, then this section can be deleted. If you require assistance to re-adjust your document to take a section out, email a copy of your document to healthandsafety@methodist.org.nz
First Aid Response	<p>If you do not always have First Aid Responders on site, then carefully check this section so that it makes sense!</p>
Fire: When the alarm is raised – Exterior doors [Office template only]	<ul style="list-style-type: none"> Describe how the doors will open during an evacuation Electronic doors normally unlock and close if able
Fire: Exit the building – Closed doors	<ul style="list-style-type: none"> How will you indicate rooms have been checked? A template for door tags is available, double side print, laminate and trim up
Very small fire	<ul style="list-style-type: none"> Delete this if there is no fire extinguisher on site.
Using a fire extinguisher	<ul style="list-style-type: none"> Delete this if there is no fire extinguisher on site.

Item	Note
Fire Alarms and Fire Extinguishers (Floor Plan)	<ul style="list-style-type: none"> • More than one floor within your building? One plan per floor required. • The connexional office floor plan has been used as an example... if you require assistance with your floor plan, please contact healthandsafety@methodist.org.nz
Evacuation: Know the alarm sound	<ul style="list-style-type: none"> • Ensure the sound of your alarm is clearly described in this space • If you have deaf/hard of hearing people in your building, ensure your plan allows for more than just noise to raise the alarm.
Evacuation: When you hear the evacuation alarm	<ul style="list-style-type: none"> • But people that have been through the Christchurch evacuations when they couldn't get back into the building/s were subjected to stress and hardship after leaving their stuff behind. • It would be better to educate our people to evacuate safely, but be prepared that Fire and Emergency may push back against mentioning handbags!
Evacuation: Escape routes	<ul style="list-style-type: none"> • Clearly describe the escape routes from your building. • AVOID directions like Left, Right, North, South • Refer to fixed locations like "The road", "the carpark", "SuchandSuch Road"
Evacuation: After Hours	<ul style="list-style-type: none"> • Careful consideration needs to be given to after hours access. • Can after hourse access be avoided?
Assembly Point	<ul style="list-style-type: none"> • A thought - You cannot be too blatant with highlighting the assembly point/s • Things to consider: <ul style="list-style-type: none"> ○ Is the assembly point across a busy road? Where might be better? ○ Can everyone get to the assembly point ○ More than one assembly point? How do you coordinate and report? • The connexional office plan has been used as an example... if you require assistance with your plan, please contact healthandsafety@methodist.org.nz
Doors [Office template only]	<ul style="list-style-type: none"> • Do you have automatic doors at your place? • How do they operate in an emergency/evacuation?
Services	<ul style="list-style-type: none"> • Know where the building services to keep emergency responses informed • Create one plan for every floor of your building
Wardens – Selection/numbers	<p>Refer to "Create an Emergency Response Team" if you are unsure who or how many people are required as wardens.</p> <p>http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans</p>
Wardens – Equipment	<ul style="list-style-type: none"> • What equipment do you have to help the Wardens carry out their role? • What do they need as a minimum?
Qualification	<ul style="list-style-type: none"> • Are they regularly available • How are you going to ensure they are trained?
Warden Sweep Areas	Connexional office used as an example
Parish Superintendent	Change this section carefully if you have changed any of the parish superintendents tasks to another peron/role.

Please send any queries or your issues/requests to healthandsafety@methodist.org.nz