



FIRE / EMERGENCY RESPONSE PROCEDURE

EMERGENCY EVACUATION PROCEDURE

Emergency Sequence

**ALERT → CALL 000 → EVACUATE → ASSEMBLE → ACCOUNT FOR PEOPLE
→ REPORT → WAIT FOR ALL CLEAR**

1. Raise the Alarm

- The first person on the scene must immediately alert others.
- Treat all emergencies as serious until advised otherwise.

2. Call Emergency Services (000)

- An office staff member, Ministry Leader, or Responsible Person must call 000 immediately.
- Provide clear details of the emergency and location.

3. Evacuate Immediately

- Leave the building using the nearest safe exit.
- Follow the Evacuation Maps.
- Do not stop to collect personal belongings.
- No one is to remain inside the building.

4. Follow the Correct Escape Route

If the Hazard is at the Rear of the Building

- Exit through the Front Doors.
- Proceed directly to the Assembly Area.

If the Hazard is at the Front of the Building

- Exit through the Side Doors (next to the toilets).
- Walk past the Children's Playground to the Assembly Area.

⚠ Keep all roadways clear for emergency vehicles.

Stay calm. Act quickly. Prioritise safety.

For questions or updates to this plan, contact the Church administration 0409667008

office@dvbc.net

- If someone is unable to walk to the Assembly Area, a vehicle may be driven close to the front or side of the building, as appropriate.
- A responsible adult must oversee this transport.

5. Assemble Safely

Assembly Area - Grassed area near the Manse (Diamond Creek Road)

- Everyone must gather at the Assembly Area.
- Stay together as a group.
- Wait for further instructions.

6. Account for People

Staff, Ministry Leaders, or the Responsible Person must:

- Account for all attendees.
- Identify anyone requiring medical assistance.
- Identify anyone missing or unaccounted for.
- Report findings to the Fire Warden.

7. Report to Emergency Personnel

Provide details of:

- Missing persons
- Injured persons
- Anyone requiring assistance

8. Wait for the All Clear

- Do not re-enter the building.
- Return only when the CFA, Emergency Services, or Fire Warden gives the official "All Clear."

Fire Equipment

- Fire Blanket and Fire Extinguisher located in the main kitchen.
 - Additional Fire Extinguishers are located throughout the facility.
 - Refer to the Evacuation Maps for equipment locations.
 - Operating instructions are displayed on each extinguisher.
 - 3 Internal Fire Hoses are in the foyer.
 - 1 External Fire Hose is located outside the front entrance.
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Fire Wardens and Ministry/Event Leaders

Fire Wardens and Ministry/Event Leaders are responsible for:

- Raising the alarm.
 - Guiding people to the nearest safe exit.
 - Directing everyone to the Assembly Area in a calm and orderly manner.
 - Appointing a responsible adult to assist with vehicle transport for anyone unable to walk to the Assembly Area.
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Emergency Contacts

During Office Hours

Rosemary O'Keeffe
0409 667 008

After Hours

Rosemary O'Keeffe
0409 667 008

or

Danny Holmes
0425 803 563

or

Dominique Holmes
0411 773 031

or

Heather Dunning
0400 920 011

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Evacuation Map

