



# ST JOHN'S ANGLICAN CHURCH CANBERRA

<b>Policy on</b>	Emergency Procedures
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Responsible agency	Parish Council
Electronic file name	Emergency Incidents Policy.pdf
Repository	<a href="https://www.stjohnscanberra.org/documents">https://www.stjohnscanberra.org/documents</a>
First introduced	7 February 2017 (then known as 'Emergency')
Parish Council approvals	19 November 2020 16 March 2022 18 October 2023
Next revision due	May 2025

## LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by:

- The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance
- Australian Standard 3745-2010 Planning for emergencies in facilities (amended in 2014 and 2019) is also relevant.

## PRINCIPLES

1. The Parish provides an environment that is safe for worship and work.
2. 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. While the ACT remains affected by the COVID-19 pandemic the Parish's current COVID-19 plan will complement this policy.

## PROCEDURES

1. Given the Parish may be confronted with emergencies, a 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 (Refer to Attachment A). 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.
2. Parish Council will ensure the appointment of Emergency Wardens and their training. 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).

Attachment A  
Emergency Procedures Guide

Procedures to be followed in an emergency are outlined in the Emergency Procedures Guide. The master copy of the Guide is kept in the Parish Office. The first page of the that version is shown below.


**FERST**  
RISK | RESPONSE | TRAINING


## EMERGENCY PROCEDURES GUIDE

*Referenced: Planning for Emergencies in Facilities - A.S. 3745-2010*

YOUR LOCATION: **45 Constitution Ave  
Reid**

NEAREST CROSS STREET: **Anzac Park West**

YOUR ASSEMBLY AREA IS LOCATED:  
 **between SJC • CIT**

FOR ALL EMERGENCIES  **000**

POISON'S INFORMATION  
**131126**

Contact Number: 1900 333 778  
www.ferst.com.au  
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**MEDICAL EMERGENCY**

**FIRE AND SMOKE EMERGENCY**

**EVACUATION PROCEDURES**

**INTERNAL EMERGENCY**

**EXTERNAL EMERGENCIES**

**ARMED HOLD-UP / PERSONAL THREAT**

**BOMB THREAT / SUSPECT OBJECT**