

Emergency Procedures

This emergency procedure applies to all gatherings at 338 Oxford Street, Leederville. Organisers and persons-in-charge of activities to be held at the address should familiarise themselves with this procedure prior to using the venue and holding their events at Sonlife Church.

General procedure

In case of an emergency, you should:

- Stay calm
- Follow the instructions of the safety wardens
- Exit the building via a safe emergency exit if an evacuation is called
- Assist any person in need if safe to do so
- Remain at the assembly area until you are cleared to leave or return to the building by a safety warden.

Definitions

- **Assembly Area** – the oval/lawn area on Franklin Street between St Mary's Church, Aranmore Catholic College and Sonlife Church. If this area is compromised the Chief Warden is to select the nearest safe area
- **Chief Warden** – overall in-charge during an emergency, and the main contact for responding authorities. Chief Wardens are to wear a WHITE HAT in an emergency to identify themselves
- **Person responsible** – the organiser, leader or other person-in-charge of a group using the facility. For external bookings this will be identified in the booking form
- **Warden** – the Chief Warden and zone wardens are to take charge in an emergency to ensure the safety of occupants. Wardens are to be nominated/assigned **before the event**, and be familiar with this procedure
- **Zone** – 1 of 4 areas within the building to which wardens will be assigned if occupied. Please refer to evacuation diagram for details
- **Zone warden** – assigned to be in charge of a zone during the emergency. These wardens are to wear a **red hat** in an emergency to identify themselves

Assignment of Wardens

Large events/services

- The Senior Pastor (or his delegate in his absence) will be the Chief Warden
- The person in charge of the activities in each of the zones in the building will be the zone warden.

Smaller gatherings



- The person responsible will be the Chief Warden
- If there is only one zone being used, the Chief Warden will appoint at least one other person as the zone warden
- If more than one zone is being used, each zone needs its own warden in addition to the Chief Warden.

Multiple occupants

- If the building is occupied by unrelated groups using rooms in different zones, the role of Chief Warden will be carried out by the person responsible for the activity in Zone A (auditorium). Other zones will need to nominate their own wardens.
- If Zone A is not used, then the role of Chief Warden will be carried out by person responsible for the activity in Zone B or C in that order.

Office hours

- During office hours, the Senior Pastor (or his delegate in his absence) will be the Chief Warden
- Zone wardens may be appointed if other areas of the building are occupied.

Emergency evacuation procedures

If an emergency occurs:

- The Chief Warden is responsible for locating and confirming the emergency
- The Chief Warden is to confine the emergency (if safe to do so) and raise the alarm to the appropriate authority (eg. fire or police)
- The Chief Warden is responsible for coordinating the emergency response until they hand over to a senior officer attending the emergency
- Other wardens will provide any assistance required within their zones
- The Chief Warden will determine if an evacuation is required.

If an evacuation is required:

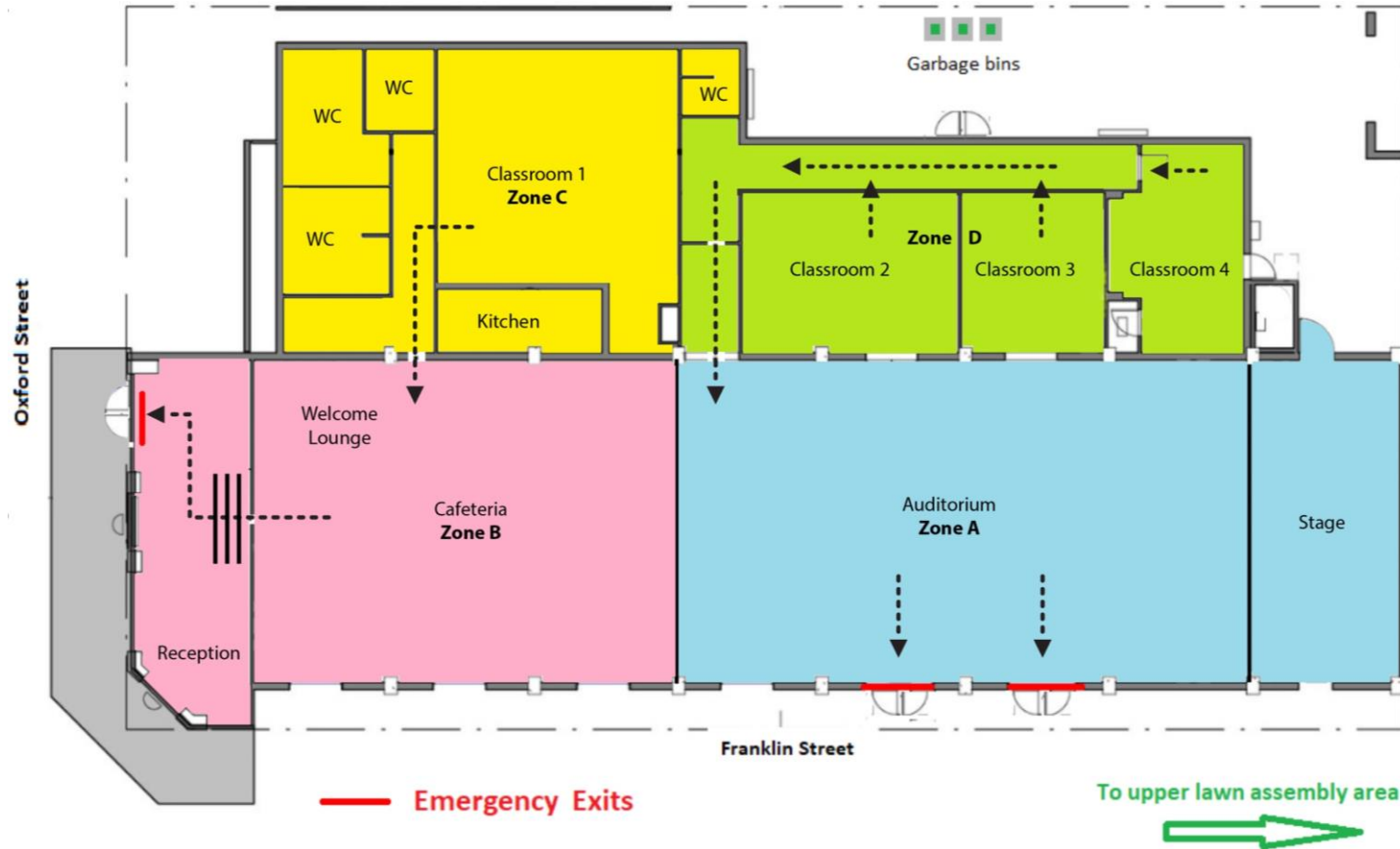
- The Chief Warden will instruct the zone wardens to lead the evacuation via the nearest safe emergency exits (refer to attached diagram)
- Zone wardens will gather people under their care to ensure everyone within their zone is accounted for, including checking the toilets, exterior areas and storerooms
- Everyone is to remain in their respective zones until they are directed to evacuate
- Zone wardens will check the evacuation routes to determine if they are safe to use
- Zone wardens will lead the evacuation and direct people to the assembly area
- The Chief Warden will remain at a safe control point where he/she can oversee the evacuation, monitor the emergency and await responding authorities
- Zone wardens will conduct a head count at the assembly area to ensure everyone is accounted for or report any missing person



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- Zone wardens will report to the Chief Warden when their zone has been evacuated and whether everyone has been accounted for
 - Everyone is to remain at the assembly area until permission is given to leave or return to the building by a safety warden
 - Under no circumstances should people re-enter the building until clearance is given by the appropriate authority, eg. fire department.



338 Site Plan - Emergency Exits



Our mission is to bring glory to God by making disciples through the gospel of Jesus Christ.

