

Action Plan – Emergency Response to a Civil Defence Emergency in the Parish

(Sources: CIMS 2nd Edition 2014 & NZSAR Incident Action Plan).

Date:	
Time:	
Parish Team Leader or other person responsible for this response: (Response team organisation chart in visible place, with contact numbers).	
Summary of incident:	
Aim/Goal:	To ensure the safety of parish personnel, parishioners and others.
Objectives toward achieving aim/goal:	<ol style="list-style-type: none"> 1. Ensure the safety of parish personnel. 2. Consider immediate evacuation and closure of buildings. 3. Determine welfare needs (esp. pastoral support, accommodation). 4. Consider opening a parish facility as a welfare centre (N.B. this will share the characteristics of a CD Welfare Centre but will not be pre equipped with bedding etc) .
Strategies (methods) to achieve these objectives: (assign tasks).	<ol style="list-style-type: none"> 1. Contact parish personnel to determine their location and situation (safety). Best contact method to be used (experience has shown that text system may still be useable, voice call system may not). Ask staff to post their safety status on FaceBook (if FaceBook has activated this system). Consider establishing closed group on FaceBook. 2. Consider the nature of the event. Monitor advice from GeoNet, MCDEM, WREMO and the LA. If the Wellington CBD is closed, and/or buildings closed, and/or damage to buildings reported, and/or the evacuation of the city ordered/suggested – immediately evacuate and close all parish buildings. 3. Establish a contact point/location for parishioners to register any pastoral or accommodation needs (this should link with and complement the local CD response). 4. Opening a welfare centre is dependent on building usability and on building being declared as safe - for this reason St Anne's campus, church and hall might be considered a priority for being declared safe.
Factors to be considered as part of this response:	That parishioners want access to the church, including for Mass is not a factor in determining the continued use/risk of a building (i.e. this is not to compromise safety).
Safety plan:	Depending on the incident: Buildings are to be evacuated. No person to enter buildings until the building is 'cleared'. For St Joseph's, St Anne's church and St Francis de Sales this means by an

	<p>engineer. For St Bernard's church and St Anne's hall - this may be by an engineer, builder or other person qualified to make an assessment of risk (noting St Anne's hall and St Bernard's church are long standing wooden structures where any damage is or risk is likely to be more evident).</p> <p>Consider the St Anne's campus (church and hall) being inspected as THE priority - this provides a substantial welfare capability in an area of need.</p>
Communication plan:	<p>The Parish Leadership Team member taking control of the situation is responsible for approving any communication internally or externally. This establishes 'one source of truth'.</p> <p>Communications will be prepared by the person/team allocated that responsibility. This person/team will develop a communication strategy based on the incident and its impact on parishioners and public.</p> <p>Implement the prepared communication plan (e text/e mail/ WhatsApp/internet communication as applicable.)</p>
This plan approved by (signed):	

IMMEDIATE ACTION IN THE CASE OF AN EVENT DURING SERVICE

1. The pastoral leader present takes control.
2. If a FIRE: direct the evacuation of the building. Phone 111, request fire.
3. If an EARTHQUAKE: ask 2 or 3 parishioners to assist form a management team. Ask other parishioners to reassure, provide first aid as required. Management team: quickly assess (gather information, look outside, look for height hazards); form plan, STAY or EVACUATE; direct and reassure.
4. A note about evacuation: survivability increases considerably where a leader directs (i.e. commands) the evacuation. In a stentorian voice, tell people what to do. E.G.: ***“we are about to evacuate the building. Do so in an orderly manner. No pushing. Help others. If we do this we will survive!”***. Continue to communicate this message.