

The Church of St. Patrick Drumbeg Out of Hours Emergency Guidelines

DEFINITION OF AN EMERGENCY

Emergency situations may be defined as circumstances or evenings requiring urgent and co-ordinated action because of:

- Actual or immediately threatened harm staff, workers, Church members or visitors;
- Actual or immediately threatened major loss or damage the Church's property;
- Actual or immediately threatened to the Church's operations;
- Actual or immediately threat to the Church's reputation.

This definition will cover a wide range of possible incidents, including: accidents, fatalities, natural disasters, fires, bomb threats, sabotage, threats to personal safety, health alerts, epidemics hazardous incidents ,public order incidents, criminal activity and serious misconducts or impropriety.

EMERGENCY CONTACT

In the event of an incident that could be considered to be an emergency or potential emergency the following action must be taken.

If the incident is obviously life-threatening or serious, call the appropriate emergency services (Fire,Police or Ambulance) by dialling 999.

Inform:

- The Rector 07764277771
- The Sexton 07702064312

BUILDING OPENING HOURS.

Buildings are open for Church services, clubs, societies, Church meetings and prearranged bookings. They are not open for casual entry.

Entry is by a key and fob and these are retained by a limited number of people.

INCIDENTS AND GENERAL EMERGENCY PROCEDURES.

If you need to act in an emergency above all remember that the main response should be to save life without putting yourself at risk. Saving property is of secondary importance.

FIRE

Means of Escape

Familiarise yourself with the main escape route and with any alternative routes if this is blocked. Be prepared to guide others out of the building.

Fire Alarms

Operate these by breaking the glass in the red contact boxes. A siren will go off. Call the fire Brigade and give the exact location. Call the **Rector** or **Sexton**.

BOMB THREAT

Take this information seriously!

If the information is given by telephone call:

- Let the caller finish the message;
- Write down the message exactly as spoken;
- Note the time;

Ask the following questions if possible.

- Where is the bomb located?
- What time will it explode?
- Try to remember as much as possible about the caller's sex, age, accent and state of mind.

Evacuate the building, call the Police and the Rector and Sexton.

SUSPICIOUS PACKAGES.

- keep people away;
- Notify the Rector or Sexton.

FLOODING

A flood should be considered an emergency when it is disrupting the operation of the Church buildings.

Call the Rector or the Sexton.

FIRST AID

The first aid box is in the kitchen in the hall and the main porch in the Church. There is also a list of those qualified to give first aid.