



# Disaster Planning Policy (Emergency Planning) All Saints' Church, Walsoken

Please refer to Church document H&S\_Doc\_001 for all General Health & Safety requirements

## Specific Policy

This Health & Safety (H&S) sub-policy controls possibly avoiding then responding to disasters (emergencies) at church.

### Introduction

The existence of a disaster plan is an important feature to support recovery from a major event such as fire, flood or terrorism attack. The plan will hopefully never be used, but, if the worst happens your disaster plan should help minimise the impact and ensure your response is quicker and more effective.

It is important to keep the plan simple, so it is easy to follow. It doesn't have to be complicated. The plan is a compilation of information and instructions to assist the PCC if an adverse event occurs.

### The Importance of Being Prepared

Having a policy and developing a plan will help our church respond more quickly to a major incident and help protect our reputation. The documents should be reviewed every 3 years to keep them up to date. This will ensure we are well prepared to respond to any future events that could impact our mission and activities.

Our church is a visually prominent building, containing historic and valuable materials, which is often empty. Churches are vulnerable to damage through wilful destruction or theft. Metal theft is an ongoing issue which has the potential to cause a disaster.

Historic churches and their contents are particularly vulnerable to fire damage because of the extensive use of timber in their structure as well as internal fixtures and fittings.

To mitigate such risks, our PCCs will work to ensure the protection of the church building in our care, including interior fixtures and fittings integral to the design and function of the building. These measures will be brought together in the Disaster Management Plan, which will consist of the following sections

A Disaster Management Plan consists of.

- 1) An assessment of the risk of each triggering event.
- 2) An emergency plan for very high risk events.
- 3) A recovery plan for higher risk events.

## Reference Documents

The Health and Safety at Work Act 1974

Occupiers' Liability Act 1984

Disaster Management Plans Guidance for Churches 2012 (Church of England)

## Procedure

- 1) A risk assessment is carried out for each disaster trigger (event) using the risk assessment matrix given in Diagram 1). These are each recorded in the form shown in form 1. For each trigger that scores "Very High" additional controls need to be considered. If the residual risk is still "very High" an emergency plan needs to be written.
- 2) An emergency plan is the actions for co-ordination & co-operation with the Police, Fire Service and other agencies who will help ensure that, in the event of a disaster, they are prepared and can respond in the most effective ways. This will include appropriate measures for dealing with the media.
- 3) For each trigger event that has an emergency plan, a recovery plan must be written. A recovery plan is an essential but often overlooked prerequisite of successful disaster mitigation. This plan will ensure that critical activities can continue and establish priorities for repair and salvage.

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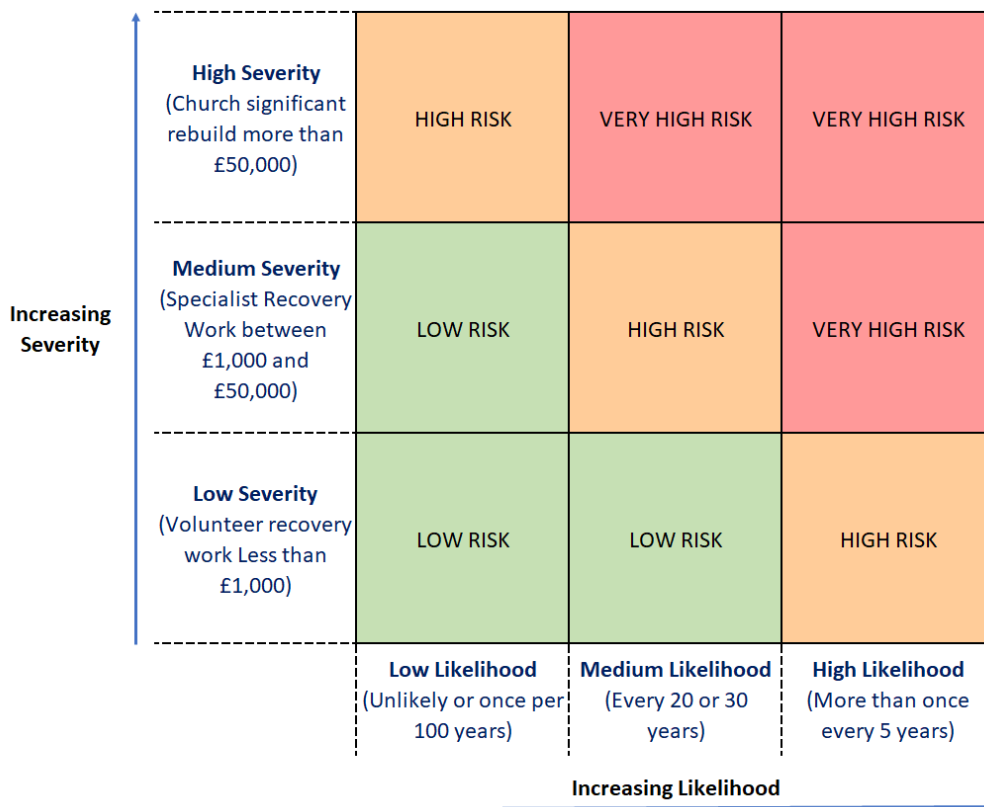
## Forms

Form 1. Disaster Trigger Risk Assessment

|  |                        |                 |                     |                            |                   |                 |                      |
|--|------------------------|-----------------|---------------------|----------------------------|-------------------|-----------------|----------------------|
| Overwrite title of event risk assessment |                        |                 |                     | Assessment By              |                   | Overwrite Name  |                      |
|  |                        |                 |                     | Signed                     |                   |                 |                      |
|  |                        | Overwrite Date  |                     |                            |                   |                 |                      |
|  | <b>BEFORE CONTROLS</b> |                 |                     | <b>WITH CONTROLS</b>       |                   |                 |                      |
| <b>Hazard</b>                            | <b>Likelihood</b>      | <b>Severity</b> | <b>Initial Risk</b> | <b>Additional Controls</b> | <b>Likelihood</b> | <b>Severity</b> | <b>Residual Risk</b> |
| Disaster Trigger 1                       |                        |                 |                     |                            |                   |                 |                      |
| Disaster Trigger 2                       |                        |                 |                     |                            |                   |                 |                      |
| Disaster Trigger 3                       |                        |                 |                     |                            |                   |                 |                      |

## Diagrams

Diagram 1. Disaster Risk Assessment Matrix



## Appendices

None

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