



Kia Takatū ā-Haumaru! Be Emergency Ready:

How to create your own Emergency Response Plans

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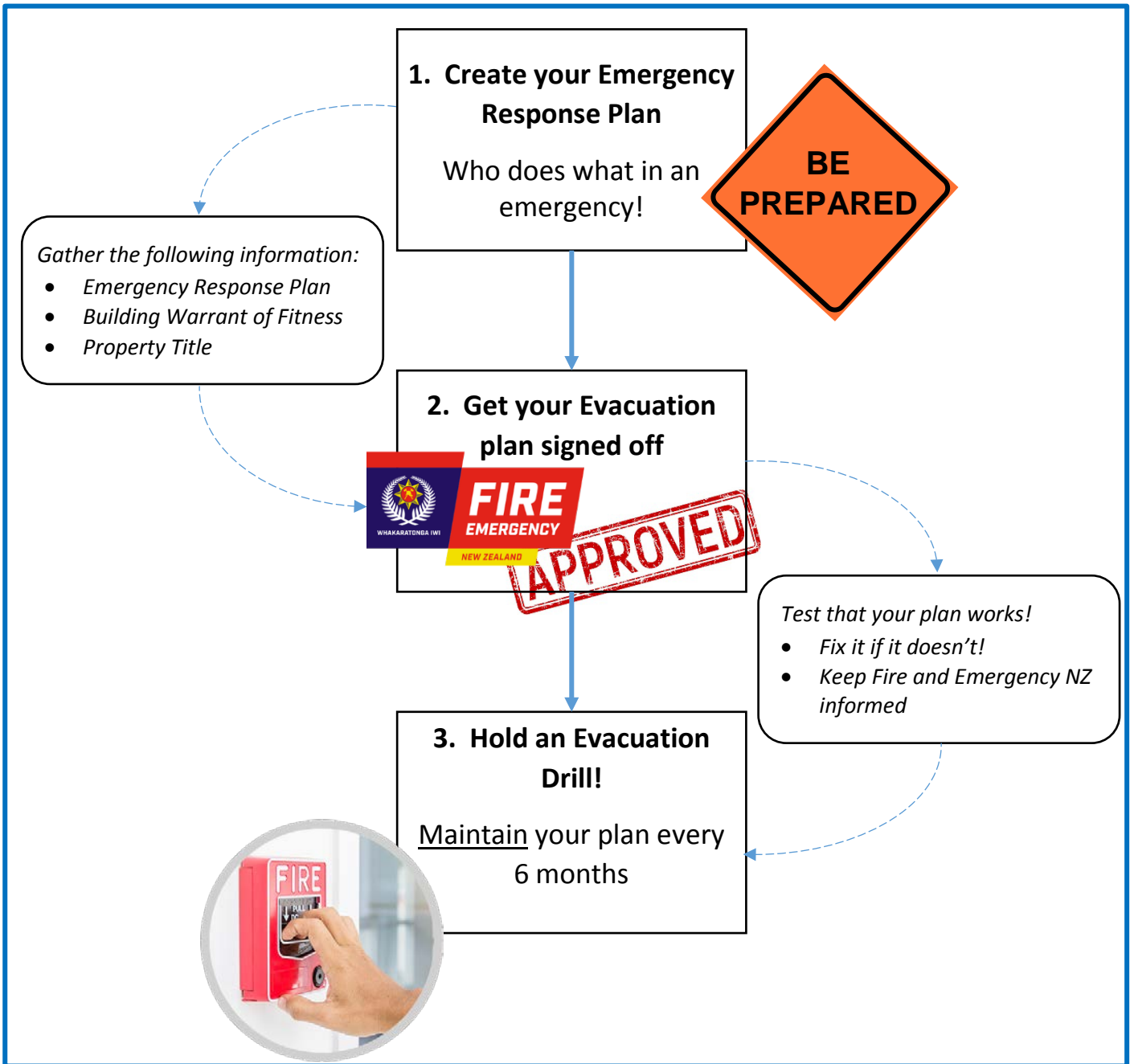
**Reading
recommendation!**

It is recommended you read this document on line. It contains links to other key documents you will require to complete your Emergency Response Plan and evacuation drills.

**Action
recommendation**

It is recommended you just work through the entire process one step at a time. Complete the first step before moving onto the next step.

Overview: 3 Steps –one step at a time!



Why?

Our buildings are often filled with a constantly changing cast of people. There are some things we can plan but unfortunately emergencies don't happen to plan.

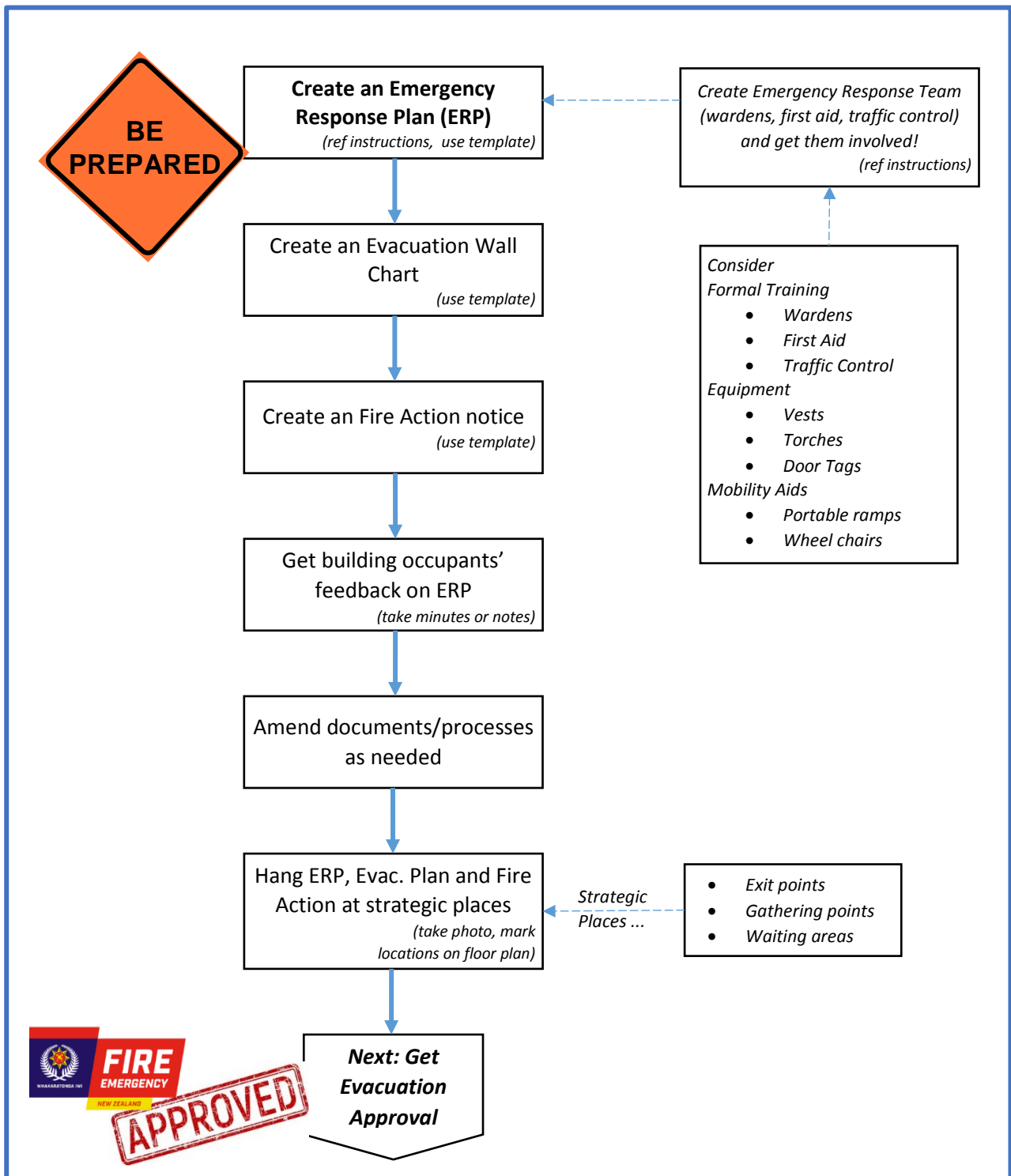
It is best to be prepared and know what to do in emergencies. We have a greater challenge to include all our building users in this process, than an office building might. We need to create a plan, gather people for the plan, and then practice it.

Fire and Emergency NZ

Fire and Emergency NZ, as first responders, have a national, consistent framework for Aotearoa to base processes on. Most of our templates are based on that framework and have been adapted to better cope with church buildings.

Engage with your local Fire and Emergency team! They can get to know you and your property, and they are a great source of knowledge.

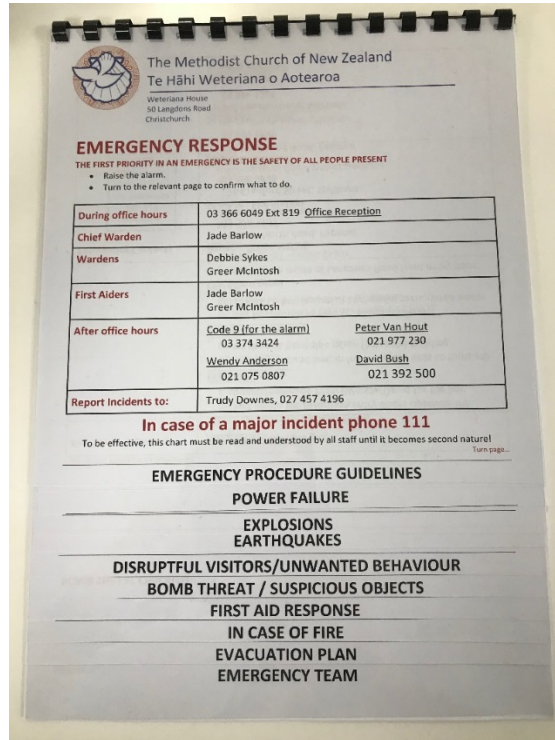
Step 1. Create Your Emergency Response Plan



Pick one template

Three templates are available to start your Emergency Response Plan

1. Office – Flipchart style
2. Parish/Rohe – Flipchart style
3. Parish/Rohe – Side tabbed



Office flipchart example

Template location

http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans

Fill the template in

Refer to “Instructions for Emergency Response Plan” to help complete the Emergency Response Plan.

http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans

Get people for the plan

Refer to “Create an Emergency Response Team”

http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans

- How many people do we need?
- What will they do?

Completed documents list

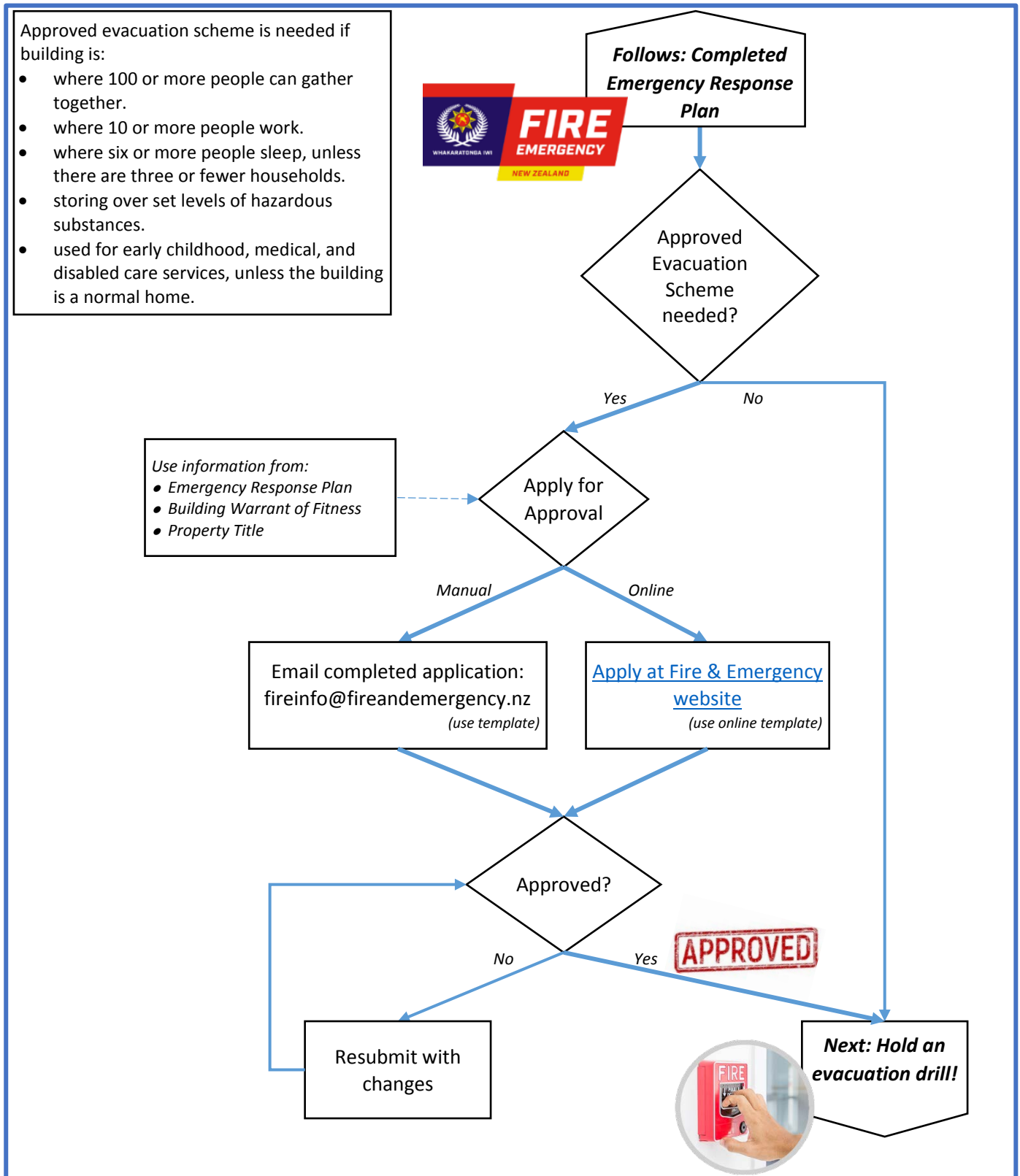
When you are finished, you should have

- An Emergency Response Plan
- An Evacuation wall plan
- A Fire Action notice

Need help?

Contact healthandsafety@methodist.org.nz

Step 2. Get Fire and Emergency NZ Approval



Pick one template

Two templates are available for applying for Evacuation Scheme Approval

1. Manual – can be filled in manually (pen, paper, snail mail), or on the computer (email). It is best to use the instructions to help fill this in.
2. Online – requires a “RealMe” government logon.

Template location

1. Manual
<https://onlineservices.fire.org.nz/Download/DownloadStandardFormsFile/29>
 2. Online
<https://onlineservices.fire.org.nz/Secure/EvacuationApplication/Create>
-

Fill the template in

Refer to Fire and Emergency’s Instructions
<https://onlineservices.fire.org.nz/Download/DownloadQuickReferenceGuideFile/21>
These instructions are good and if you follow them approval should happen quicker.

Helpful information to assist

- Current Emergency Response Plan
 - Current Building Warrant of Fitness
 - Property Title information (council websites also contain this information)
-

Fire and Emergency will...

1. Check your application
 2. Possibly reject your application, however they clearly state why and then you can fix it
 3. Come and check out your building before final approval
 4. Finally approve your application and then recommend the local fire station team make themselves familiar with your building
 5. Send you a letter of approval
-

And then you

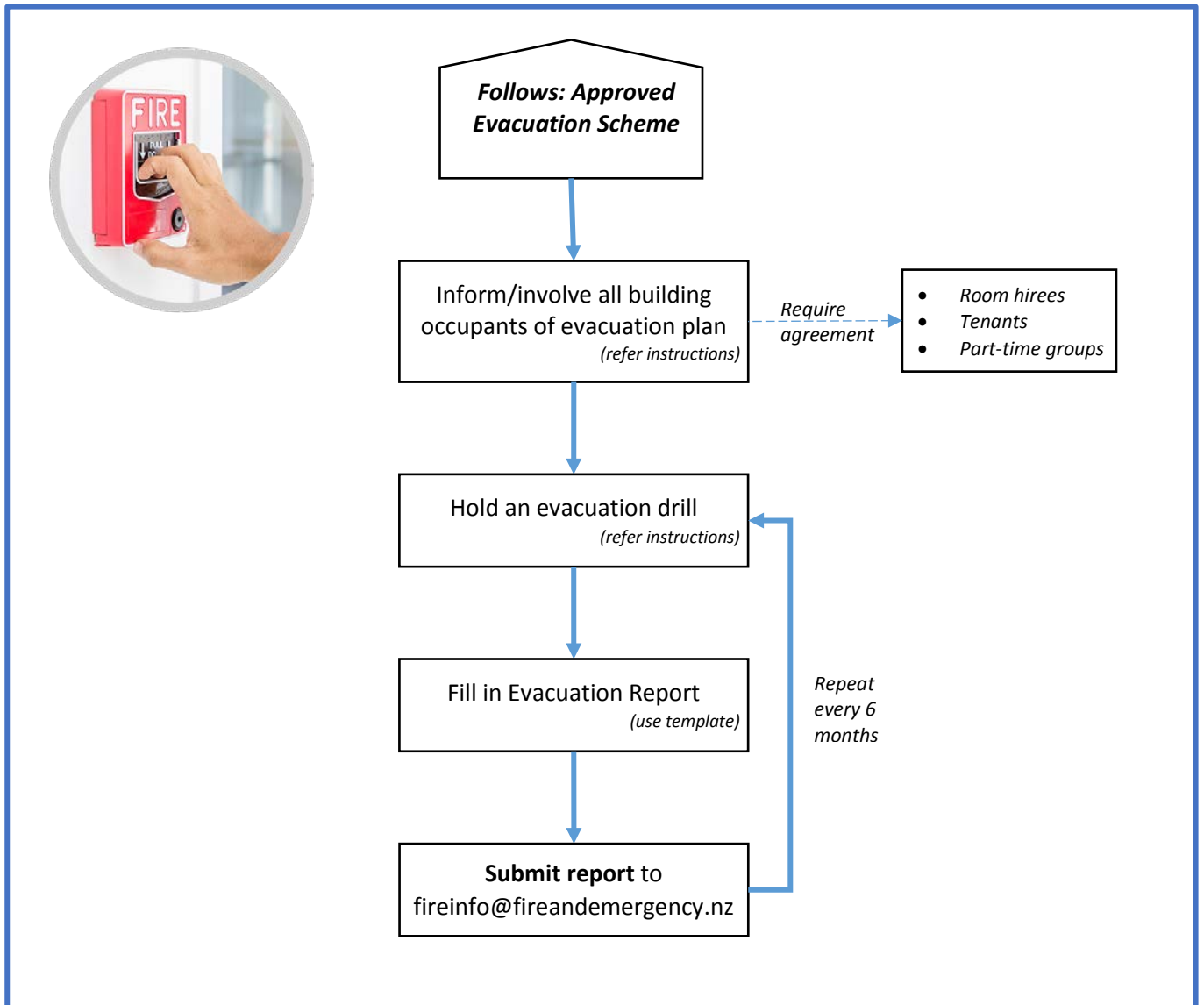
Will have to maintain the evacuation scheme by either

- holding regular evacuations, or
- Hold regular training
- And then tell Fire and Emergency NZ the results

Need help with your application?

Contact healthandsafety@methodist.org.nz

Step 3. Hold an Evacuation Drill



Maintain your approved scheme

- Either hold an evacuation drill every 6 months (suited to parishes) or
 - undertake training every 6 months (suited to missions)
 - report back to Fire and Emergency NZ (FENZ) about the drill/training results
-

Require evacuation drill assistance?

Refer to “Hold an Evacuation Drill Instructions”
http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans

Require training programme assistance?

Contact healthandsafety@methodist.org.nz

Useful FENZ documents

Evacuation scheme cycle
<https://onlineservices.fire.org.nz/Download/DownloadQuickReferenceGuideFile/15> A one-page flowchart showing the standard application and maintenance cycle for your evacuation scheme.

Maintain your approved evacuation scheme
<https://onlineservices.fire.org.nz/Download/DownloadQuickReferenceGuideFile/19> A longer, more detailed version of MCNZ documents.

Fill the report template in

FENZ reporting template
<https://onlineservices.fire.org.nz/Download/DownloadStandardFormsFile/28>

Send report to

evacuation@fireandemergency.nz

And repeat

At intervals of no longer than six months
