

Emergency Response Procedure – Services/CLotW/Events

Briefing Sheet

This briefing sheet is designed to remind members of the emergency team of the emergency response procedures for different kinds of emergency situations other than fire. They include but are not limited to the following: Gas leaks, Suspicious/Unattended items, Terrorist attacks, Bomb threats. Stewards should receive initial training for their role which should be refreshed periodically.

Insert the information for your premises/ building.

Emergency Response Action Plan

Premises/ Building

Sacred Heart Church, 8 Lord Street, Westhoughton, Bolton BL5 3SE



If you suspect a **Gas Leak**, contact the Emergency number - 0800 111 999.

- Open doors and windows
- **Do not** turn on/off electrical switches
- Extinguish all naked flames
- **Do not** smoke, strike matches or do anything which could cause ignition
- **Do not** use electrical security entry phones or locks, open doors manually.



Evacuate the building by shouting '**Evacuate, Evacuate**'. Close doors and windows behind you.



Go to the fire assembly point located at the front of church on the grass near the large rock

If you discover an **unattended item** use the **HOT** (Hidden, Obvious, Typical) protocol to inform your judgement:



- Is it **HIDDEN**? - Has the item been deliberately concealed or is it obviously hidden from view?
- Is it **OBVIOUSLY** suspicious? - Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible? Do you think the item poses an immediate threat to life?
- Is it **TYPICAL**? - Is the item typical of what you would expect to find in this location?



- Do not touch it.
- Make immediate enquiries to trace the owner.
- Did anyone see who left it?
- Does it have a label identifying the owner?

Remember - If you think it's suspicious, **REPORT IT** - to the Parish Priest or the Police.

The Parish Priest will apply the 4Cs (**C**onfirm, **C**lear, **C**ommunicate, **C**ontrol) protocol



1. **Confirm** whether or not the item exhibits recognisably suspicious characteristics.

2. **Clear** the immediate area. Do not touch the item further. Cordon off as best you can.



3. **Communicate** - call 999. Ensure you understand why you think the item is suspicious.

4. **Control** access to the area. Do not allow members of the public to go near the item.

In the event of a suspected **Terrorist Attack** (access by unauthorised persons intent on causing harm/damage) – **Stay Safe** by:



- Run, if there is a safe route, if not Hide
- Insist others go with you
- Leave belongings behind



- If you can't run, Hide
- Find a position out of the sightlines of doors & windows
- Protected spaces are –corridor to the Presbytery & the toilets
- Be very quiet
- Turn phones to silent



- Dial 999 when you are safe
- Give your location and as many details as possible
- If you can do so safely, **STOP** others entering the area
- Follow instructions given by the Police.



In the event of a suspected **Bomb Threat**

Report any bomb threats to the Parish priest immediately.

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the person who made the threat as possible and try to remember exactly what was said

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item

All bomb threat communications are a crime and should be reported to the police by dialling 999.

Information for key personnel

*The following information is for people with a key role in implementing the emergency response plan e.g. parish priest, lead steward, CLotW leaders, event organisers. It should be read in conjunction with the **Lockdown, Invacuation & Evacuation Policy**.*

On arrival for duty:

Collect any equipment you need for your role e.g. hi-visibility jacket, hand held torch, emergency telephone

Check emergency exits are ready for immediate use without the need for a key

Check emergency exits and escape routes are clear of obstructions



Additional information about gas leaks

The gas isolation point is in the garage attached to the presbytery. There is a key box near the rear entrance to the garage containing a key to the garage to provide access to the gas point. There are no Gas Cylinders on site.



Additional information about unattended items

Stewards/lead organisers should know what is 'normal' and what 'isn't' in the church environment. If an unattended item is suspected of being suspicious DO NOT use mobile phones within 15m of it and move everyone at least 100m away from the building.



Additional information about terrorist attacks (access by unauthorised persons intent on causing harm/damage)

Stewards/lead organisers should, if possible, use the Deter, Detect, Delay principles by being vigilant to suspicious behaviour, locking the main entrance doors, checking all other exit doors and closing windows & blinds, if it is safe to do so. Alert others to the threat by calling 'Lockdown, Lockdown'. On some occasions some parishioners may be outside the building, if this is the case stewards should shout 'Inside, Inside'. CLotW Leaders will ensure all children are inside the building, move them to as safe a position as possible and keep everyone calm & quiet.



Additional information about bomb threats

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption and instances of valid bomb threats are rare. Terrorists and others may make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police.



Additional information about the emergency assembly point

e.g. alternative locations, arrangements for disabled people

If an alternative assembly point is required, people should be directed to the car park area of Westhoughton Central Park on King Street.

Other relevant information

e.g. isolation of specific plant or equipment prior to evacuation IF IT IS SAFE TO DO SO, location of first aid kit, accident book

There are three First Aid Kits –

One in the parish kitchen on the shelf of the hatch to the small meeting room, the second in the sink area of the Sacristy, the third in the back Sacristy.

Accident forms are kept with all three First Aid Kits

Children's Liturgy of The Word

Leaders and helpers are responsible for evacuating and reuniting children with their parents/carers following the existing Fire Procedures. If they hear 'Inside' or 'Lockdown' they should retreat to the protected spaces identified above. There should be at least one adult with a mobile phone on them at all times. If safe to do so they should attempt to move children & parents to the protected spaces identified above.

Information to provide to the Emergency Services

Try to remember as many details as possible about any incidents. Report what you know to the emergency services. Use the ETHANE principals if appropriate.

Advise when safe of Evacuation, Invacuation or Lockdown status e.g. in progress, complete with all occupants accounted for, occupants unaccounted and who may be trapped

In addition:

Main fuse box – in the plant room which is accessed from the hall

Mains water inlet – in the garage attached to the presbytery

To report safety concerns or raise queries about our emergency response procedures contact:

The Parish Priest

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