

(Note: Form developed by Cedarthree Ltd for Bath Abbey)

Emergency Reaction Team Plan

Date issued: May 2012

Version: 1

The incumbent, or his representative, will call the Emergency Reaction Team (ERT). The ERT will meet in the Administrator's office.

The ERT is chaired by the incumbent and comprises:

Core Team Incumbent and two Church Wardens.

Full Team PCC members

Secretariat PCC Secretary

Emergency Reaction Team Responsibilities

- ◆ **Emergency Leader** - Through the ERT to co-ordinate and control the overall response to a major Emergency. Collate, analyse and assess the impact of the Emergency, resolve conflicts of interest and make decisions. Disseminate status reports to staff, PCC and volunteers and to appropriate external organisations.
- ◆ **ERT Members** – Provide the liaison to staff and others within own area of responsibility and represent issues to the ERT. Disseminate ERT decisions as appropriate.

What to do on notification of an Emergency

As a member of the ERT once notified of an Emergency	
1.	Confirm the Emergency as per the Emergency Report (see third column)
2.	Start a log of events
3.	Consider activating call-out system (See overleaf for telephone numbers)
4.	Confirm attendance of ERT, its location and time of first meeting.
5.	Confirm if likely to be evacuated
6.	Consider standing by alternate ERT meeting location if necessary (Emergency Commander's decision)
7.	Consider briefing deputy and establish status
8.	Move to ERT meeting location

Actions at ERT Meeting

Item	
1.	Start a log of events and confirm attendance
2.	Establish detail of Emergency and assess impact
3.	Confirm communications links
4.	Obtain reports/views from all ERT members (Identify key issues and priorities)
5.	Confirm responsibilities of ERT members
6.	Consider impact on worship and programme i.e. services, concerts, choir practice, forthcoming events
7.	Assess status of IT
8.	Assess status of shop – stock, finances
9.	Assess impact on cash collection, finances, organ/choir/music, archives
10.	Develop Status Report
11.	<p>Status Report should include detail of Emergency Report and refer to following as necessary;</p> <ul style="list-style-type: none"> ◆ HR issues (any injuries, staff availability etc) ◆ Maintenance of business where possible ◆ Security of Emergency site ◆ Estimate of time to recover ◆ Cost of recovery ◆ Long term strategy implications ◆ Legal implications business, claims & litigation ◆ Time of press conference (if required) ◆ Insurance implications ◆ Composition of any subsequent inquiry team ◆ Priorities for action ◆ Next report expected
12.	Send status report to staff, volunteers, choir and appropriate stakeholders
13.	Consider how congregation can assist and pastoral care
14.	Inform Roman s and Pump Room
15.	Inform congregation – news, weekly news sheet
16.	Inform the Public – posters and leaflets
17.	Update the website; donations from the public?
18.	Any immediate decision required?
19.	Write press statement & consider press conference
20.	Decide time and location of next meeting

ERT Meeting Locations

Administrator's office	
Church Office	
Rector's House	

Emergency Report

Detail	
◆ Description (locn & time)	
◆ Confirmed / unconfirmed	
◆ Impact	
◆ Any injuries	
◆ Action taken	
◆ Who has been notified	
◆ Estimate of time to recover	
◆ Other relevant info	
◆ Actions needed	
◆ Next report expected	
◆ Name of caller (Tel No)	

Important

Do not speak to the media. As part of the recovery process a central point of media co-ordination will be established. All media enquiries should be directed to the Communications officer.

ERT Emergency-box contents:

The Emergency-box is located in the church office with a duplicate in the incumbent's House

Item	
Emergency Reaction Plan	Roll Call list
ERT Meeting Agenda	Torches
Staff nominal roles	Yellow jackets
Volunteers/ choir lists	Helmets
Electoral roll - congregation	Candles
Emergency log sheets	Disaster plan
Plan of Buildings	
Map of site	

CONTACT LIST - March 2012

Core ERT

Name	Role	Office	Mobile	Home
Anne	Incumbent	0000	0000	0000
David	Administrator	0000	0000	0000
Peter	Director of Music	0000	0000	0000
Edward	Church Warden	0000	0000	0000
Jeremy	Church Warden	0000	0000	0000
Elaine	Communications	0000	0000	0000

Full ERT

Robert	Shop Manager	0000	0000	0000
Wendy	Visitors' Officer	0000	0000	0000
John	Archivist	0000	0000	0000
Silvia	Accountant	0000	0000	0000
Brian	Choral Director	0000	0000	0000
Cuthbert	IT Consultant	0000	0000	0000
Edina	Homelessness Mgr	0000	0000	0000

Secretariat

Susan	PA to Rector	0000	0000	0000
Evan	PA to Administrator	0000	0000	0000
Jane	Receptionist	0000	0000	0000

Vergers

Tim	Emergency Mobile	0000	0000	0000
Corinne	Verger Custos	0000	0000	0000
James	Verger Sacristan	0000	0000	0000
Diana	Custodian	0000	0000	0000
Edward	Verger	0000	0000	0000

Useful Numbers: Name

Area

Number

Bloggs	Electrician	0000
Bloggs	Plumber	0000
Bloggs	Stained Glass glazier	0000
Bloggs	Window repair	0000

Bloggs	Locksmith	0000
Bloggs	Water and sewage	0000
Bloggs	Telephones	0000
Bloggs	General builders	0000
Bloggs	Bellhanger	0000
Bloggs	Sound & Screen systems	0000
Bloggs	Ecclesiastical Insurance	0000
Bloggs	Roman s	0000
Bloggs	Museums	0000
Bloggs	Mayor's Office	0000
Local authority emergency planning officer	City Council EPO	Daytime 00 Out of hrs: 00
Bloggs	Maintenance	0000
Bloggs	Maintenance	0000
Bloggs	Maintenance	0000
Bloggs	Diocesan Office	0000
Bloggs	Bishop's Office	0000
Bloggs	Archdeacon of	0000
Bloggs	Rector, St	0000
Bloggs	Back up with ERT	0000
Bloggs	Archives	0000

Categorisation of Emergencys - Emergencies are categorised according to impact;

Category	Impact of Emergency	Action
One	Very High Buildings evacuated. Severe impact to finances and/or reputation	Invoke ERT
Two	High Major impact to Buildings. Major impact to finances and/or reputation	Invoke ERT
Three	Medium Significant impact to Buildings Significant impact to finances and/or reputation	Standby ERT
Four	Low Little impact to Buildings Little impact to finances and/or reputation	Inform ERT
Five	Very Low Low impact to Buildings, finances or reputation	Inform incumbent & Churchwardens