

## Fire Rating Policy

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**Policy Number:** P-012

**Approved by:** Parish Council

**Last reviewed:** Feb 2018

**Next review due:** Dec 2018

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### Introduction

St. Mark's is concerned to protect the safety of our staff, volunteers, members and community. Bushfire danger is a genuine and serious threat to Emerald and other parts of the Hills. We believe that everyone involved with St. Mark's should be able to action a reasonable fire safety plan and that the policies of the church should encourage this. Therefore, we need a clear policy on our response to various threat levels.

### Code Red

On days declared 'Code Red' fire danger level there will be no St. Mark's activities of any kind conducted by St. Mark's staff or volunteers on the church property or anywhere where this fire rating is in place. This includes, but is not limited to; worship services, outreach programs, church groups or team meetings. No staff member will be expected to come to work, and will be paid for the work day without any leave being used.

### Extreme

On days declared 'Extreme' fire danger level, staff, volunteers, and members are encouraged to follow their fire safety plan, including evacuating the area if appropriate. Therefore activities on the St. Mark's site, including worship services, will not proceed on 'Extreme' days.

St. Mark's activities conducted offsite and/or outside the Central Fire District (eg. camps and conferences) may continue at the discretion of the Vicar and Wardens depending on local fire ratings and policies.

Staff must inform the Vicar of their fire plan and if they intend to leave the area and be absent from work on 'Extreme' days. They will still be paid for a work day and no leave will be used.

### Severe

On days declared 'Severe' fire danger all St. Mark's activities will continue, at the discretion of the Vicar and Wardens. Staff and ministry leaders are encouraged to monitor regularly the level of risk (eg. via VicEmergency app or website) and act in accordance with emergency services recommendations.

Staff and volunteers may action their fire safety plan including evacuating the area, in consultation with their supervisor or ministry leader. Staff must inform the Vicar of their fire

plan and if they intend to be absent from work. This will count as a day of unpaid leave, or annual leave.

**Very High, High, Low-Moderate**

On days declared 'Very High, High, and Low-Moderate' all St. Mark's activities will proceed as normal. If a fire danger is present then staff and ministry leaders should monitor the situation (eg. via VicEmergency app or website) and respond with an appropriate degree of caution.