The Methodist Church of New Zealand

Te Hāhi Weteriana o Aotearoa

OFFICE BUILDING

STREET ADDRESS

 TOWN

**SHELTER IN PLACE**

**THE FIRST PRIORITY IN AN EMERGENCY IS THE SAFETY OF ALL PEOPLE PRESENT**

**This is for specific situations, also refer to your Emergency Response Plan**

Determine the immediate action required

* **Escape** – the immediate or nearby threat
* **Hide** – Maintain cover
* **Tell** – Police (call 111), or security

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| **Lockdown examples** |
| Restricting access or isolating the building from:• external disturbance is in the area but not seeking entry• a disturbance\* is taking place that is aimed specifically at the building• police controlled actions• vicious animal is loose (and you have automatic doors!)• certain weather incidences.(\*disturbances include but are not limited to eccentrics through to armed offenders) |
| **Stay inside examples** |
| Stay out of the way of:• hazardous material spill• vicious animal (who can’t use your doors!)• storms/weather events• civil defence emergencies. |

**RECOMMENDATION**

Hold a ‘Shelter in Place’ drill.

*People may understand the theory, but the reality of actually “doing” is very different!*

**LOCKDOWN / SHELTER IN PLACE PROCESS**

**LOCKDOWN / SHELTER IN PLACE PROCESS**

Some emergencies may necessitate an active lockdown or shelter in place process

Determine immediate action required: **Escape**, **Hide** or **Tell**

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| **Alert the Chief Warden** | The Chief Warden will be the one to initiate the next steps |
| **Chief Warden will assess and decide** | * Assess immediate threat and likely duration
* Identify people who might require assistance
 |
| **Initiate Lockdown / Shelter in Place** | * Lock main access gates, doors and side doors if safe to do so
* Alert all staff, visitors, other occupants by making an announcement
* **“Lockdown for [*lockdown cause*]”**, or
* **“We will be sheltering in place for [reason]”**
 |
| **Communicate further** | Connect with tenants, neighbours etc. |
| **Monitor the situation** | * Chief Warden/ facilities people/ security observe and assess situation
* Monitor CCTV, incoming phone calls, radio news, social media etc.
 |
| **Everybody!** | * Lock individual rooms and offices, if possible
* Close and cover windows, if possible
* Turn off lights and electrical equipment
* Remain out of sight: move yourself and other persons to a safe point below window line and away from the entrance or exit e.g. on the ground under tables
* Remain silent: turn off music, silence your mobile phones (inc. vibration), etc.
* Be calm and quiet
* Remain in Lockdown until official notification is provided by Chief Warden or Emergency Services
 |
| **If outside** | Move to the closest building or shelter and find a secure area to hide. Move away from the threat, if known. |
| **First Aid** | First aid will be administered if necessary and safe to do so. |
| **Escalation or end of event** | The Chief Warden will make the decision to escalate or end the event in association with any other emergency personnel. |

**ACTIVE ARMED OFFENDER**

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| **Fight** as a last resort* Only fight when your life is in imminent danger
* Attempt to incapacitate the shooter
* Act with as much physical aggression as possible
* Improvise weapons or throw items at the active shooter
* Commit to your actions … your life depends on it
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**ACTIVE ARMED OFFENDER**

Follow these steps if faced with person holding/using a projectile weapon (i.e. crossbow or gun etc). Determine immediate action required: **Escape**, **Hide** or **Tell**

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| **Escape**Immediate Threat* Take cover initially
* Attempt to leave, if safe
* Confirm your escape route is safe
* Only take your mobile phone
* Avoid clustering in assembly areas
* Avoid staying in obvious locations like evacuation points
* Provide guidance to those unfamiliar with building
* Make use of solid cover

Nearby Threat* Leave area immediately, away from threat
* Only take your silent mobile phone, no vibration
* Avoid clustering with others in assembly areas
* Try to maintain cover

*From projectile, use:** + *Substantial brickwork or concrete walls*
	+ *Motor vehicles, particularly engines*
	+ *Large trees and fixed objects*
	+ *Earth banks/hills/ mounds/hobbit holes*

*Stay out of sight, use:** + *Building, walls and partitions*
	+ *Vehicles*
	+ *Fences and other large structures*
	+ *Blinds/curtains*
 | **Hide (Shelter in Place)*** Remain calm
* Remain in/return to rooms
* Move people out of public areas (if safe)
* Secure doors and windows
* Turn off lights
* Shut blinds/curtains if possible, be subtle!
* Turn off electrical equipment
* Block doors/secure immediate area
* Move away from door
* Remain quiet
* Silence mobile phones and other noise devices
* Remain there until advised by Chief Warden

**Tell*** If possible and safe, obtain details of:
	+ *the weapons being used/possessed*
	+ *exact location of incident*
	+ *is offender stationary or moving an a particular direction*
	+ *Number of casualties*
	+ *Number of other people in the area*
	+ *Number and description of offenders*
	+ *Their motives or intent (if known or apparent)*
	+ *What else they are carrying*
* Phone Police (call 111) or security
* Stay on line and provide information as requested (if safe to remain)
 |

**POINTS TO CONSIDER**

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| **Keep the streets clear in the threat area** | So that * emergency services can respond effectively
* people do not become victims
 |
| **“Safe” shelters** | * Know the safe areas to shelter in your building/s
* Mark these areas on a floor plan
 |
| **Do the locks work?** | * Evaluate the building locks – are they sturdy, do they work?
* Will locks be easy to activate in an emergency?
 |
| **How will you communicate?** | Options include:* public address system
* a landline
* Alternate cell phone providers in case one doesn’t work
 |

**KEEP OTHERS AWAY, KEEP PEOPLE CALM**

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| **Expected visitors** | * Phone them if it is safe to do so
* Tell them to stay away due to the “Shelter in Place” emergency
 |
| **Connexion contacts** | * Reduce potential visitors
* Let the Connexion help
* Reduce the potential phone disruptions
 |
| **Tell your loved ones** | * Decide whether to tell them as-soon-as-possible, or to tell them at dinner
* Tell them so they don’t find out from somewhere else
* Tell them so they don’t phone in later and tie up phone lines
 |
| **Key points to share** | * factual information
* what happened
* the church’s response
* information about important next steps
 |
| **Be compassionate** | * be positive
* be as action-oriented toward help and resolution as possible
 |

**ESCALATION**

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| **What is escalation?** | The Chief Building Warden may decide to escalate the event to create a Connexional Response to the emergency if:* a wider response is required i.e. for a missing person, hate crimes, physical assault
* the event is impacting the wider community or even the region and not just the building
* the event is likely to take more time and resources than is currently available
 |
| **Escalation path** | Examples* all regional parishes ⬄ synod superintendent
* Missions ⬄ Methodist Alliance
* Rohe ⬄ Tumuaki
* Synod supers./Methodist Alliance/Tumuaki ⬄ General Secretary

**Call [person on your building’s escalation path]** |
| **Further information** | Guidelines for a Connexional Response to Emergencies[website address TBC] |
| **Kia kaha!** | We are with you on this! |

**AFTER THE EVENT**

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| **Immediately afterwards** | * Chief Warden will advise that danger has passed
* Wardens will patrol their areas to account for all people and administer first aid if necessary
 |
| **Debrief, review and investigate** | * A debrief will be conducted to consider the need to alter or improve future incident management processes
* Chief Warden will report the incident and help with the incident investigation. Reporting and investigation forms are available from

<http://www.methodist.org.nz/caring_for_our_people/incident_reporting> |
| **Trauma counselling** | Ensure trauma counselling is made available for everyone involved via EAP (Employee Assistance Programme) and/or your local minister.This is very important as you don’t know what other issues might intensify this issue for the other individuals involved. |