



The Methodist Church of New Zealand  
Te Hāhi Weteriana o Aotearoa

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Caring for Our People Manaakitia ā Tātou Tāngata

# **Emergency Response Drill Scenarios**

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# Introduction

It is recommended that our Emergency Response Teams are prepared for any type of emergency that may occur.

Given the last few years, this means almost anything can occur!

Practice sessions (drills) can be as short or as involved as you like. We are only limited by our imaginations!

We could have the most thorough, comprehensive safety plan on file, but without regular practice it will be ineffective when it matters most. Likewise, when safety drills are held, they should be done with meaningful purpose.

Please share your drill scenarios and learnings with [healthandsafety@methodist.org.nz](mailto:healthandsafety@methodist.org.nz) to help create a rich and rewarding body of knowledge for the whole Connexion.

## The Goals

1. **That Emergency Response Teams have the necessary skills, knowledge and experience to deal with emergency situations**
2. **That everyone is familiar with, and confident in, responding to emergency procedures.**
3. **That Emergency Response Plan procedures are regularly self-reviewed for relevance and effectiveness.**

## Make drills effective

Make drills fun, make them inclusive, make them a learning situation.

The following lists are some examples, test the relevant boundaries of the parish and your imagination!

There is no 'one size fits all' approach when planning and executing drills.

### **Emergency theme/s?**

Every theme you practice should be included in the building's Emergency Response Plan

- Fire
- Medical
- First Aid
- Earthquake
- Refresher
- Shelter in Place, etc.

### **Participants – all or some?**

- All of the Emergency Response Team
- First Aiders
- Building Wardens
- Traffic Controllers
- Parish members/building users

## Objectives

To ensure that people are familiar with the emergency response plan and their roles in an emergency, by:

1. practicing different themes from the emergency plan
2. testing participants' actual actions against the written plan
3. identifying opportunities for improvements to the plan, and to participant responses
4. identifying training/education needs for participants

## What needs practice?

Keep it simple to begin with, add enhancements once the response teams gain competency:

- Building wardens need practice to gain confidence
- First aiders need re-certification
- Parish members need to practice
- The Emergency Response Plan is new and needs testing
- Emergency Response Team and people with different needs, need to discuss the different needs and how to deal with them through all sorts of emergencies

## Debrief every time

Involve all the people who took part in the drill, compare the plan to what actually happened.

Update the plan from your debrief discussions as necessary.

Consider reviewing the event over time; before, during and after.

- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?
- Was something unexpected observed?
- Who needs to know about the review results?

## Enhancements

To make effective drills even better, explore ways to incorporate enhancements that encourage people to 'think on their toes' when emotions may be high. Three recommended strategies for this type of drill enhancement, include:

1. Encourage interchangeable roles and viewing the entire teams work.
2. Incorporate real-world scenarios or simulation exercises.
3. Pair simulations with table-top exercises (planning vs actual).

# Frequency

The frequency of drills should be dependent on the likelihood of event occurring. That is, the more likely an event is to happen at your place, then the more frequently the response should be practiced. The frequencies in each scenario are recommendations only

If you were to complete every drill in this document, your year may look like this:

<b>Jan</b>	Nil (Christmas)
<b>Feb</b>	Lockdown discussions
<b>Mar</b>	Lockdown drill (Mosque shooting anniversary)
<b>Apr</b>	Nil (Easter)
<b>May</b>	Evacuation (6 monthly)
<b>Jun</b>	Disruptive visitor/unwanted behaviour
<b>Jul</b>	Bomb Threat/Suspicious object
<b>Aug</b>	Medical Event
<b>Sep</b>	Ensure Emergency Response Plan is completely up to date
<b>Oct</b>	Earthquake (ShakeOut)
<b>Nov</b>	Evacuation (6 monthly)
<b>Dec</b>	Nil (Christmas)

**How and when drills are practiced will be unique to your team and parish, rohe or building.**

**Please be ready!**

# Resources

Methodist Church of New Zealand articles

[http://www.methodist.org.nz/caring\\_for\\_our\\_people/articles#emergencyresponse](http://www.methodist.org.nz/caring_for_our_people/articles#emergencyresponse)

MCNZ Emergency Response Plans (includes access to Fire and Emergency NZ)

[http://www.methodist.org.nz/caring\\_for\\_our\\_people/emergency\\_response\\_plans](http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans)

# Scenarios

## Bomb threat/Suspicious object

<b>Themes</b>	a. Bomb threat b. Suspicious object
<b>Participants</b>	→ <b>Practice</b>
Reception/first point of contact:	Information gathering (bomb threat checklist)
Warden/s and traffic control:	No fire alarm, dial 111 from a different phone, verbal instructions, general evacuation, targeted evacuation threat avoidance. Building search or evacuate?
First Aiders:	First aid
Building Occupants:	Follow verbal instructions from wardens, evacuate with personal belongings to help identify suspicious items left behind.
<b>Scenario</b>	a. Receptionist receives a call saying, "I've put a bomb in your office!" b. Someone reports to the receptionist that there is a suspicious object in the foyer
<b>Set up</b>	One person to make the call. One person to receive the call.
<b>Action</b>	Consider running each drill twice. The first drill is used to see what everyone would normally do and the second to make improvements.
<b>Enhancement</b>	<ul style="list-style-type: none"> <li>Designate 2-3 people to role play: one is hysterical, one refuses to leave, the other is in the bathroom.</li> <li>Place a blatantly labelled 'bomb' in an evacuation path or assembly point <b>"This is a SUSPICIOUS ITEM for a BOMB DRILL– KEEP 100M AWAY"</b></li> </ul>
<b>How many practices per year</b>	Once at the most, unless this is a known risk at your building. In which case consider repeating until the Emergency Response Team and building occupants are confident in responding

### Things to think about

1. Finding something suspicious doesn't necessarily mean finding something that looks like a bomb. Finding a bag, purse or backpack that doesn't belong to anyone and isn't claimed by any of those present is suspicious. Evacuate.
2. Do you have drop ceilings? Your search should include noting if any shifting in ceiling tiles has occurred; if so, this is suspicious. Evacuate.
3. Do you want to designate someone to be in charge? If so, you need to have a back-up plan in case that person isn't available at the time of an incident.

### How To Conduct A Search

- Search public areas first (passageways, bathrooms, anywhere a person could be un-escorted).
- Search semi-private areas second - anywhere people go but are escorted or not left alone.
- Search locked areas last.
- In each area make **three** sweeps.
  - 1st.** Look at everything from your waist to the floor;
  - 2nd.** Look at everything from your waist to shoulders; and
  - 3rd.** Look at everything from shoulders to the ceiling.
- Police should search the outside of the building. However, a search of the inside of the building is much more effective if done by people who know the building and know what belongs there and what doesn't.

- If nothing suspicious is found, communicate that to the police. Document everything that has been done.
- If a suspicious item is found, calmly inform everyone and visitors that you will be evacuating the building, by which route and where you will gather a safe distance away (at least two hundred metres).
- If the police have already arrived at the building, tell them where you found the suspicious item. Otherwise wait at the evacuation point until police arrive.

### If you choose to evacuate

- Discuss verbal instructions to communicate emergency. No fire alarms are to be activated.
- Plan and practice several escape routes. A suspicious item may be in the way of one escape route.
- Did you evacuate everyone (except maybe the phone call receiver and a 'runner' for them)?
- Did you remember to bring the sign-in sheet to account for everyone?
- Have a designated meeting point a safe distance from the building and make sure to notify everyone of which place will be used, prior to evacuating. This place may be changed from the official evacuation point if the bomb is in the exit path.
- Set a goal of an amount of time in which you want to complete the evacuation and work toward it.

### Perform the drill a second time

- Review everyone's performance and improvements
- Be aware that at the debrief these drills may bring up a lot of emotions for you and your everyone.

### Debrief

Work through each role and perspective, and each chain of events.

- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?
- Was something unexpected observed?
- Who needs to know about the review results?

# Bomb threat/Suspicious object Drill – Evaluation Form

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

How long to clear the building \_\_\_\_\_Min:sec

- Everybody used the correct assembly area
- People evacuated with empty hands (no drinks, no phones, closed bags on shoulders)
- Wardens reported promptly to the Chief Warden!
- Our wardens look good in hi viz
- The Evacuation Plan worked as designed
- Everyone accounted for

Building issues during the evacuation?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Things we said we'd do better from our last drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Improvements for next time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Disruptive visitors/unwanted behaviour

<b>Themes</b>	a. Person disrupting service b. Person causing confrontation/ or using bad language
<b>Participants</b>	→ <b>Practice</b>
Reception/first point of contact:	Defuse, escape, hide, tell
Warden/s:	Defuse, distract, escape, hide, tell
First Aiders:	First aid
Building Occupants:	Follow verbal instructions from wardens, distract, escape, hide, tell
<b>Scenario</b>	a. A person wanders into Sunday worship and tries to talk louder than the minister. This person obviously does not know the theme of today's sermon. b. A person confronts the parish administrator looking for \$5 for their 'prescription fee'.
<b>Set up</b>	Emergency Response Team and/or H&S committee and administration team walk through the scenarios to see the situations as both the responders and the disruptors.
<b>Action</b>	Discuss the various situations where someone disruptive may enter the building and agree ways to manage the situations (include key people in the discussions). Solutions need to suit the responders.
<b>Enhancement</b>	Use a well labelled person (we want to be clear that they are part of a drill exercise) to yell a blatantly clear message that they are not a threat and that this is a drill. Have them yell the instructions of what people are supposed to do and see what happens!
<b>How many practices per year</b>	Once at the most, unless this is a known risk at your building. In which case consider repeating until the Emergency Response Team and building occupants are confident in their response.

### When challenging behaviour happens

- Back off where possible
- Keep calm
- Call for help
- Leave the person to calm down, if possible
- Remove others from the environment, if possible

**Use body language and tone of voice to keep the situation calm**

### Things to think about

1. What would help to de-escalate a situation? Or reduce the risk to any one person?
2. What situations would require escalation, such as a calling the police, or issuing a trespass notice, or starting a lockdown procedure?
3. Can photos or video be safely taken?
4. The details that should be captured if a police report is required.

Clothing	May be of interest in the short term, but can be quickly altered
Mannerisms	Way of walking, talking or gesturing
Physical features	Height, facial features, tattoos, scars, hair, beard/moustache, male/female etc.
Vehicle	Make, Model, Colour, number plate, passenger numbers etc.

## Debrief

Work through each role and perspective, and each chain of events.

- Are there aspects of the building/room layouts would help diffuse disrupted situations.
- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?
- Was something unexpected observed?
- Who needs to know about the review results?

## Disruptive visitors/unwanted behaviour Drill – Evaluation Form

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Responder/s ideas to keep people safe, to slow or stop the disturbance from gaining traction

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

'Disruptor' ideas to gain access that need consideration

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Building features that would help slow or stop the disturbance from gaining traction

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Things we said we'd do better from our last drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Improvements for next time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Earthquakes

<b>Themes</b>	a. There is an earthquake b. There is a tsunami warning
<b>Participants</b>	→ <b>Practice</b>
Reception: Warden/s and traffic control: First Aiders: Building Occupants:	Drop, cover, hold. Grab the sign in book in case of evacuation. Drop, cover, hold. Assess the need to stay inside, or evacuate outside. Drop, cover, hold. First aid Drop, cover, hold. Follow verbal instructions from wardens, evacuate with personal belongings to help identify suspicious items left behind.
<b>Scenario</b>	a. 'Announce' an earthquake <a href="https://getready.govt.nz/involved/shakeout/">https://getready.govt.nz/involved/shakeout/</a> The 'quake' lasts as long as the announcement recording. b. Follow up with a tsunami hikoi <a href="https://getready.govt.nz/emergency/tsunami/tsunami-hikoi/">https://getready.govt.nz/emergency/tsunami/tsunami-hikoi/</a>
<b>Set up</b>	A loud speaker that can play the <a href="#">NZ ShakeOut Drill Announcement recording</a> Have an observer do a 'floor walk' during the drill There are a lot of other resources on the NZ Shakeout website.
<b>Action</b>	Find the ShakeOut date and follow the 'how to' instructions from <a href="https://getready.govt.nz/involved/shakeout/how-to-shakeout/">https://getready.govt.nz/involved/shakeout/how-to-shakeout/</a>
<b>Enhancement</b>	Find out if your building is in a Tsunami zone (check your local council's website) and find out where the nearest 'safe spot' is from a tsunami. Add a tsunami evacuation to your earthquake plan
<b>How many practices per year</b>	Once a year, <b>generally in October</b> . Register on the NZ ShakeOut website for updates and reminders.

### Drop, Cover and Hold for 30–60 seconds

- **DROP** down on your hands and knees. This protects you from falling but lets you move if you need to.
- **COVER** your head and neck (or your entire body if possible) under a sturdy table or desk (if it is within a few steps of you). If there is no shelter nearby, cover your head and neck with your arms and hands.
- **HOLD** on to your shelter (or your position to protect your head and neck) until the shaking stops. If the shaking shifts your shelter around, move with it.

**While you are doing the drill, take note of what might be happening around you in a real earthquake. Think about what you might need to do to prepare for a real earthquake.**

## Things to think about

- If you can't cover yourself under a desk or table, where would you go, and why?
- If you were under a desk or table did you keep your elbows tucked in?
  - People from the Connexional Office were struck on their arms by flying office equipment during the Christchurch quakes if their arms weren't tucked in.
- Be prepared to safely take your personal belongings with you if you evacuate the building, you don't know when you will be back in the building!
- Does everyone have a ShakeOut plan for their homes?
  - An evacuation plan for themselves, the kids, parents, pets?
  - A 'go' bag? What sort of things would you keep in a 'go' bag? (hint: clothes, shoes, socks, cash, keys etc)
- Are there parts of the building that are safer than others (less glass, strong structure)?
- Follow up tsunami warnings and zones.

## Debrief

- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?
- Was something unexpected observed?
- Who needs to know about the review results?

## Earthquake Drill – Evaluation Form

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

- Everybody did “DROP/COVER/HOLD” to the best of their ability
- Everybody stayed away from potentially falling items (bookcases, shelves, glass/windows)
- Everybody under desks and tables had their elbows (and other body parts) tucked in
- The earthquake alert warning was easy to hear

Observations during the drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Improvements for next time

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Things we said we'd do better from our last drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Evacuations – Fire, Explosions, Gas Leaks...

<b>Themes</b>	<p>a. There is a fire</p> <p>b. There is an explosion (in the building, or outside the building)</p> <p>c. There is a gas leak.</p>
<b>Participants</b>	→ <b>Practice</b>
Reception:	Grab the sign in book in case of evacuation
Warden/s and traffic control:	Clear the building, manage the people and emergency responders
First Aiders:	First aid
Building Occupants:	evacuate to assembly area
<b>Scenario</b>	Trigger the theme by shouting 'FIRE', or 'BANG', or 'GAS', or use the 'EVAC/TRIAL' option on the building alarm. Ensure the trigger can be heard everywhere that it needs to be heard.
<b>Set up</b>	Emergency Response Team leap into action and building occupants evacuate the building in an orderly fashion, avoiding the danger points.
<b>Action</b>	<p>There are many ways to run through this scenario</p> <p>Without alarm, and much discussion</p> <ul style="list-style-type: none"> <li>• Wardens walk the Emergency Response Team through their evacuation route so everyone is familiar with all routes</li> <li>• Building occupants are walked through the evacuation routes so they know which exits to use and keep clear and why</li> <li>• Discuss differences between day time and after hour evacuations (particularly if the evacuation plan needs traffic wardens)</li> </ul> <p>Build up to using the alarm (still discuss the outcomes), then add enhancements</p>
<b>Enhancement</b>	<p>'Hide' people for the wardens to find</p> <p>Have 'difficult' people not follow instructions</p> <p>Assign 'injuries' to bystanders for the first aiders to attend to</p> <p>Invite local fire brigade to observe (who doesn't like a fire truck!)</p> <p>Place observers at key points like exits to observe exiting behaviours</p>
<b>How many practices per year</b>	Minimum once every 6 months, particularly if your building requires a Fire and Emergency NZ approved evacuation plan.

### Things to think about

1. Has the 111 call been made? Refer to the evacuation To Do Checklist [http://www.methodist.org.nz/caring\\_for\\_our\\_people/erp\\_step\\_3](http://www.methodist.org.nz/caring_for_our_people/erp_step_3)
2. It helps to have an observer to watch peoples' actions as they evacuate.
3. What will you do if people don't do as they should? (Leave them there and tell the Chief Warden where they are).
4. FENZ say to leave things behind, but people don't do this. Rather, we should learn to take things with us safely only if they can be gathered quickly, which means we are hands free as we evacuate the building. Use your pockets, bags are closed and over shoulders (not hand held).

### Debrief

Work through each role and perspective, and each chain of events.

- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?

- Was something unexpected observed?
- Who needs to know about the review results?

### Fire and Emergency New Zealand (FENZ) – Evaluation Report

You may need to report your evacuation results to FENZ.

To find out if your evacuation scheme needs FENZ approval, refer to page 2 “Do I need an approved evacuation scheme?” in the following guideline.

<https://onlineservices.fire.org.nz/Download/DownloadQuickReferenceGuideFile/21>

Further instructions on this process are available at Steps 2 and 3 of the MCNZ Emergency Response Plan

[http://www.methodist.org.nz/caring\\_for\\_our\\_people/emergency\\_response\\_plans](http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans)



# Evacuation Drill – Evaluation Form

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

How long to clear the building \_\_\_\_\_Min:sec

- Everybody used the correct assembly area
- People evacuated with empty hands (no drinks, no phones, closed bags on shoulders)
- Wardens reported promptly to the Chief Warden!
- Smoke detectors work
- The Evacuation Plan worked as designed
- Everyone accounted for?

Building/equipment issues during the evacuation?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Things we did great! (or were funny!)

- \_\_\_\_\_
- \_\_\_\_\_

Things we said we'd do better from our last drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Improvements for next time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Shelter in place / Lockdown

<b>Themes</b>	<ul style="list-style-type: none"> <li>a. <i>Shelter-in-Place</i> – Usually an external health hazard where building evacuations are not recommended (external gas leak, mad dog, storms).</li> <li>b. <i>Internal Threat</i> – This threat exists when the danger is inside the building and grounds. The goal of this procedure should be to keep everyone safe until the threat is completely removed.</li> <li>c. <i>External Threat</i> – This type of threat occurs outside the building or grounds. The goal of this lockdown is to prevent the threat from entering the building or grounds.</li> <li>d. <i>Full Lockdown</i> – This scenario involves a serious threat that requires immediate action.</li> </ul>
<b>Participants</b>	→ <b>Practice</b>
Reception/first point of contact:	Tell, Escape, Hide, Tell
Warden/s and traffic control:	Tell, Escape, Hide, Tell
First Aiders:	First aid
Building Occupants:	Follow verbal instructions from wardens, distract, escape, hide, tell
<b>Scenario</b>	<ul style="list-style-type: none"> <li>a. Receptionist is told about a pack of feral dogs running around outside.</li> <li>b. A person is seen wandering around inside, peering into different rooms, waving a hammer</li> <li>c. A person is seen wandering around outside, waving a hammer and yelling.</li> <li>d. The armed offenders squad is moving past your building to the next building and the road is cordoned off.</li> </ul>
<b>Set up</b>	<p>Use one person as an observer – see how well people respond to the theme</p> <p>One person needs to sound the verbal alarm</p> <p>Remember: this emergency doesn't use the fire alarm you need to be able to effectively spread the warning.</p>
<b>Action</b>	<p>Consider running a discussion session for each of the four hazards and then run the drill (not necessarily on the same day).</p> <p>Discuss: the best way to ensure people's safety, keeping the correct information flowing.</p> <ol style="list-style-type: none"> <li>1. Lock the door? Keep away from windows and glass? Supplies and facilities? Information sources?</li> <li>2. What keyword will trigger the right response from everyone in the building?</li> </ol>
<b>Enhancement</b>	Have someone take on the role of the threat such as unexpectedly yell out the instructions of what sort of drill it is and what to do
<b>Warning</b>	Take care with enhancements, keep things positive. The point of a drill is to build people's confidence to take sensible actions. Going overboard with enhancements may freak people out and break the confidence we want to build.
<b>How many practices per year</b>	Once at the most, unless this is a known risk at your building. In which case consider repeating until the Emergency Response Team and building occupants are confident in responding

## Things to think about

1. Do you share a building with other organisations? Involve them or warn them of the drill?
2. Talking through these particular drills is one of the best things you can do.
3. Do not place your completed shelter in place/lockdown processes online where potential threats may well be able to read them!
4. How to impede the progress of the threat until help arrives. Throw things, lock doors, reduce the chance of being a target... what else can you think of to do which distracts the threat?
5. How would you describe the events to police to help them find the perpetrator/s? Physical and distinguishing features (height, hair, tattoos, build, voice, movement characteristics) are more important than temporary features such as clothing.

## Debrief

Work through each role and perspective, and each chain of events.

- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?
- Was something unexpected observed?
- Who needs to know about the review results?

With this drill, also delve into how people feel.

Following the Mosque shootings in Christchurch it was strange to undertake a drill with the thought we could be practicing in case an active shooter came to the building. However, it felt better to know and practice a plan and to gain the confidence that we were less likely to be mindlessly stuck in one spot if an incident occurs.

At one drill we had a community constable present and everyone was trying to describe the 'threat'. They focussed on what he was wearing, they may have said he was big. They completely missed the fact that he had a big voice (they all heard him) and also had a beard (he was sitting at morning tea with us).

Video: [The Connexional Office 'lockdown' drill July 2019](https://www.youtube.com/watch?v=Uru5bi-GGxI) <https://www.youtube.com/watch?v=Uru5bi-GGxI>

# Shelter in place/Lockdown Drill – Evaluation Form

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

How long to take appropriate action \_\_\_\_\_Min:sec

- Everybody took appropriate action (doors and windows closed/locked, hide or escape etc)
- Word of the alarm was spread promptly and accurately
- The Shelter in place/Lockdown Plan worked as designed
- Everyone accounted for
- Doors were locked quickly and easily

Building issues during the drill?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Things we said we'd do better from our last drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Improvements for next time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## Medical emergency/First aid response

<b>Themes</b>	<ul style="list-style-type: none"> <li>a. Heart attack – CPR, resuscitation, defibrillation, dial 111</li> <li>b. Fall off a ladder/Cut/trip/slip/diabetic episode – first aid, evaluate dialling 111</li> <li>c. Diabetic/Epileptic episode – first aid, dial 111</li> </ul>
<b>Participants</b>	→ <b>Practice</b>
Reception/first point of contact:	fetch first aid assistance, inform wardens
Warden/s and traffic control:	fetch first aid assistance, manage other people and coordinate 111 response and access
First Aiders:	administer CPR, defibrillator, mouth-to-mouth and/or other first aid
Building Occupants:	fetch first aid assistance, stay clear of all the response team activities
<b>Scenario</b>	a. Someone 'has' a ...
<b>Set up</b>	<ul style="list-style-type: none"> <li>One person to have the medical event</li> <li>A bystander to fetch the first aider, or provide first aid care themselves</li> <li>First aider to give assistance and phone 111 (or not)</li> <li>Wardens to manage access to the medical scene and ensure 111 responders have access</li> </ul>
<b>Action</b>	Consider having first aid training rather than drills, followed up with discussions of "what would we do if it happened in...[location in your building]?", as building locations can present physical barriers to immediate success.
<b>Enhancement</b>	<ul style="list-style-type: none"> <li>Provide CPR training for everyone,</li> <li>Demonstrate a defibrillator to everyone</li> </ul>
<b>How many practices per year</b>	Once at the most, unless this is a known risk at your building. In which case consider repeating until the Emergency Response Team and building occupants are confident in their response

### Things to think about

1. First aid knowledge/training is best provided by qualified trainers with refresher courses every year or two. The number of trained first aiders can generally be determined as follows:

Risk Level	Warden	First Aider (risk assessment dependent)	Traffic Controllers
Low	1 per 50	1 per 100 (if any)	2 per road crossing for traffic, +1 per road crossing for people
Medium	1 per 20	1 up to 20, +1 up to 100, then +1 per 100 thereafter	
High	1 per 15	1 up to 15, +1 up to 50, then +1 per 50 thereafter	

More detailed consideration factors are contained in *Guidelines – Create Emergency Response Team* when creating your Emergency Response Plan

<http://www.methodist.org.nz/files/docs/mcnz%20admin%20office/health%20and%20safety/feb%202019/1.%20guidelines-%20create%20emergency%20response%20team%20feb%202019.pdf>

2. If first aid training is carried out elsewhere, then onsite drills or practice sessions would be about controlling the environment (bystanders and access to/from the scene) to help the trained first aiders achieve the best outcome.
  - a. Ensure first aid kits available and stocked
  - b. Ensure the second responders find and access the scene
  - c. Direct people to alternate options for any rooms that are blocked because of the incident

3. What if bystanders don't do what they should? Discuss how your emergency response team would continue carrying out their roles.
  - a. Bystanders take over first aid duties and refuse all other assistance
  - b. Bystanders drive out of the parking lot and get in the way of the incoming ambulance
  - c. Bystanders stop and look and watch and comment and generally get in the way.
4. Medical events can be embarrassing as well as life threatening therefore be mindful of people's dignity but saving their life is the priority.

## Debrief

Work through each role and perspective, and each chain of events, managing medical events can be spread over multiple locations even if there is only one patient (consider the potential sticking points along the path of emergency responders to get to the patient).

- What worked well?
- Was there an improvement from last time?
- What could be improved this time?
- What contingencies could be included?
- Was something outstanding observed?
- Was something unexpected observed?
- Who needs to know about the review results?

## Medical Emergency/First Aid Response Drill – Evaluation Form

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

- Call was made to 111
- first aid kit was located and stocked
- CPR was needed, and performed well
- sufficiently trained people were available

Building/equipment issues during the event?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Things we did great! (or were funny!)

- \_\_\_\_\_
- \_\_\_\_\_

Things we said we'd do better from our last drill

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Improvements for next time

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