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 |

**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. |