



The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa

Caring for Our People Manaakitia ā Tātou Tāngata

SHELTERING IN PLACE

Guidelines to start conversations on how you will take shelter

April 2019

Shelter in Place

For Each Building

Each of the Methodist buildings are different, and for any sheltering or evacuation plan to work it must be customised for the building, and discussed, agreed and practiced by the building users.

This is a short guideline that will be rewritten to be incorporated into the Emergency Response Plan template available on the MCNZ website – Caring for Our People.

Plan

Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of a tornado or storm; a person intent on violence; or chemical, radiological, or other hazard.

Tips:

- In finding a safe location: Does the door lock? Does it open out or in? Is there furniture nearby that you can use to barricade the door? Can you close or block the windows?
- Think of what you might need (food, water, and medication) if the shelter-in-place notice lasts for hours.
- Use a reputable information source to base your decisions on. Police, weather office, Superintendent, council, Civil Defence. Have the right tools to contact them.
- How will you communicate with the wider Connexion? Mobile phone? Battery pack?
- Consider lines of sight and how to avoid being in line of sight and avoid drawing attention.

Evaluate

In a violent person situation: determine whether you need to barricade yourself. Know if the door opens outward or inward (barricades work best to stop the door opening inward). Test the lock. Dial 111.

In a severe weather event: the rule of thumb is to put as many walls between you and the outdoors as possible and head to the lowest floor possible. The basement is an ideal location. Use your Regional Gets Ready alerts.

Keep your communication tool handy, with an appropriate power source.

Respond

1. Stay calm.
2. Proceed to a location that can be secured, and lock or secure the door. If necessary, move something in front of the door to ensure it cannot be forced open.
3. Turn off all lights, silence all phones, and wait for further instructions. Instruction will come via e-mail or text, so keep your silenced phone nearby.
4. Do not open the door until instructed by responding authorities.
5. Remember: contact the Police on 111 if you feel that your safety is in jeopardy
6. Wait in the safest location possible until you are given the “all clear” or told to evacuate.
7. During a violent person situation, “lock-down” all exterior doors only if it is safe to do so.