

Te Awamutu Bible Chapel (TABC) Lockdown Policy and Procedure

Policy Statement

Staff and Volunteers are to understand, if a serious threat arises, how to secure the building to protect all those inside.

Perceived Risks could be:

- Armed or violent offender/s
- Stray dangerous animals
- Police or Authorities request the need to lockdown

Responsibilities

The [Manager or Designated Person] is Responsible for:

- Decisions made to lockdown the building when the threat requires.
- Taking reasonably practicable steps to ensure all are aware of what to do to protect themselves should the need arise
- Communication with the Police and authorities.

Volunteers are Responsible for:

- Communicating with a Manager or staff if a perceived risk is identified.
- Following the procedures as required

Procedures in an event of a Lockdown required

For Non Armed Threats and Police Requested Lockdowns

- Lock all external and internal doors and close all the curtains
- Leaders are to stay with their groups
- Remain calm and reassuring
- Move the group into the nearest enclosed space **away from the windows.**

These could be

- Audi 1
- Audi 2
- Internal offices
- Behind the stage

Use the attendance register or sign in sheet to check that everyone is with you.

Keep all the group together and contained in the area

Ensure that the emergency services have been notified.

Normal activity can only recommence after the all-clear has been given.

After the all-clear, parents/caregivers can come and pick up their children in the usual manner

Active Armed Offender Guidelines

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Introduction

This document has been written in response to the 15 March 2019 mosque attacks in Christchurch, New Zealand and is written to give procedures to assist TABC in managing potential attacks of a similar nature.

Purpose of the policy

This policy is written to provide guidelines should TABC be targeted for an Active Armed Offender situation. The following guidelines are directed to minimise the number of potential victims should such an event occur.

This policy is to be read alongside the *Active Armed Offender Guidelines for Crowded Places: Australia-New Zealand Counter Terrorism Committee* document, Appendix B.

An Active Armed Offender alert is a fluid situation that can and will likely change extremely quickly. Following the 'Escape, Hide, Take Action' guidelines will provide the best means of minimising or potentially eliminating the threat an active armed offender poses.

Definitions

Active Armed Offender: An armed offender who is actively engaged in killing or attempting to kill people, and who demonstrated their intention to continue to do so while having access to additional potential victims.

The weapons that an armed offender uses is not limited only to firearms or stabbing/cutting weapons. It can involve any weapon that is capable, when used, to inflict serious harm and/or death.

Code word: The code word is a word that would not be used within normal conversation in the context of the church location. This code word should be known by all ministry leaders and is to be communicated to the police to be recorded on their system against the property.

Improvised Explosive Device (IED): A device made or placed in an improvised way that incorporates destructive, lethal, noxious, pyrotechnic or incendiary chemicals and is designed to destroy, incapacitate, harass or distract.

Lockdown: Procedure to securely minimise contact of the general public with an active armed offender by creating barriers.

Overview of an active armed offender incident

Characteristics

An active armed offender will attempt to kill or injure as many people as possible in the shortest period of time. They will therefore target places with the greatest number of people in close proximity.

The sudden and rapid nature of active armed offender incidents find them over within a relatively short period of time. Approximately 70% of incidents will end within five minutes of starting.

The Christchurch mosque attack (2019) was over within six minutes leaving 49 people dead at that time (another individual later died from his injuries). Police arrived on the scene six minutes after the first 111 call.

For this reason, it is important to move quickly and swiftly to put as many people as possible into locked rooms. People should not search for members of their family or friends; they should immediately follow the Escape, Hide or Take Action protocols.

General features

While there have not been any consistent features of active armed offender incidents in New Zealand or Australia, there have been some common elements identified from other international incidents;

- Active armed offender incidents generally occur in places where the offender is presented with a large number of potential victims;
- The majority of active armed offender incidents evolve rapidly and resolve quickly;
- Many active armed offenders will continue to inflict injury or death until some form of intervention occurs;
- Most incidents will not be resolved through negotiation or peaceful means.

How to respond

There are three general guidelines that should govern the response of individuals involved in an active armed offender incident; Escape, Hide, Take Action.

Escape

Your priority in an active offender incident is to remove yourself and those with you from any potential harm; this may involve escaping the building or simply the immediate area you are in.

If you and those in your care are capable and it is safe to do so, look to escape the initial area and continue to move away from the area until you are in a place of safety. Do not attempt to take valuables with you and look to leave the building through the safest escape route.

Do not attempt to return to the TABC buildings unless directed to do so by Police staff.

- Leave your belongs behind (except your cell phone)
- Stay away from open areas or evacuation points
- If possible, direct others to places of safety or evacuation
- Getting out of sight is a priority in an active offender incident

Hide

If you do not believe that you can safely evacuate, you should look to hide yourself and those with you out of sight.

If you are not in a position to escape, then you should attempt to hide yourself and those in your care. Make every step to keep yourself and those in your care out of sight of the active armed offender.

Consider the following:

- Look to lock the doors immediately to the room in which you are situated
- Turn off lights and remain silent
- Seek to hide in darkened corners out of sight of the main entrance
- If possible, block entrance ways with various obstacles (chairs, desks, bookshelves)
- If possible, cover windows to obstruct view
- Turn cell phones on to silent

- If possible, phone emergency services on 111 and advise of your location

You should constantly be assessing and reassessing your current options. If the possibility arises to escape the building safely, then look to do so.

Remain hidden until Police arrive. The code word RAMBO will be used to initiate an evacuation. The code word is not to be initiated by TABC personnel unless directed to do so by the Police.

Take Action

In extreme circumstances, actions may be necessary to prevent further injury or death. This option should only be seen as a last resort.

If the necessity and opportunity arise, the option may be available to take action against the active armed offender. This should only be considered in extreme circumstances where the escape or hide options are not available.

TABC response procedure

Initial response

At first sighting, a member of our team needs to loudly call out RAMBO. This phrase will be used to initiate a lockdown procedure at TABC as defined in Appendix A. This code word should be communicated to all areas to the building in the fastest possible manner.

Upon hearing the code word, ministry personnel should look to initiate the lockdown procedures for the building. Every step taken to limit the access an offender has to potential victims in an incident will be crucial as the incident unfolds.

Police response

The New Zealand Police and specifically their Armed Offender Squads are trained for Active Armed Offenders. Upon receipt of a call, Police will respond to TABC.

They are trained to systematically search the premises for the Active Armed Offender. To do so, they will likely move past both the injured and the deceased. Their initial priority must be to eliminate the ongoing threat that the offender poses.

Once the Police have located and eliminated the threat, they will then turn to the rescue of individuals.

As they approach a locked room, they will use the code word [insert code word]. This phrase means that it is safe to open the door to Police staff. If there is any doubt to the legitimacy of this code word, contact the emergency responders on 111 and confirm the situation is clear.

Once Police personnel have made physical contact with you, follow their instructions as they lead you out of the building.

In certain situations, the threat may be isolated enough for the Police to begin moving people to safety. The code word RAMBO will still be used to get doors unlocked. In these circumstances, please follow their directions.

Information gathering

Any information that individuals at TABC can provide the first responders will be critical in responding to an active armed offender incident.

For this reason, any descriptions of the offender(s) and their weapons will be of use. If you are unable to speak to the emergency responders on 111 at the time, take note of any information that you can to pass on at a later time.

Some of the information to consider;

- Number of offenders
- Description of offender(s)
- Clothing and baggage of offender(s)
- Any weapons the offender is carrying
- Location of the offender
- Location of victims
- Any IED's; their description and location

APPENDIX A - Lockdown procedure

The following lockdown procedures should be followed for the designated areas. All ministry leaders are required to know and rehearse these procedures on a regular basis.

Foyer

1. Call RAMBO to warn others
2. Press the 'locks' on the front doors (if possible)
3. Leave the foyer area if possible to another area of TABC
4. If possible, and in safety, call 111
5. Follow Escape, Hide, Take Action procedures

Audi 1

1. Call RAMBO to warn others
2. Close all entry doors to Audi 1 and block with table and/or chairs
3. Close all the curtains
4. If possible, and in safety, call 111
5. Follow Escape, Hide, Take Action procedures

Audi 2

1. Call RAMBO to warn others
2. Close all entry doors to Audi 2 and block with table and/or chairs
3. Close all the curtains
4. If possible, and in safety, call 111
5. Follow Escape, Hide, Take Action procedures

Classrooms

1. Call RAMBO to warn others
2. Close and lock all doors and block if possible
3. If possible, and in safety, call 111
4. Follow Escape, Hide, Take Action procedures

Church offices

1. Call RAMBO to warn others
2. Close and lock all doors and block if possible
3. If possible, and in safety, call 111
4. Follow Escape, Hide, Take Action procedures

APPENDIX B – Active Armed Offender Guidelines for crowded place

The above policy and procedure document for TABC should be read in conjunction with the *Active Armed Offender Guidelines for crowded places* document from the Australian-New Zealand Counter-Terrorism committee.

<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/active-armed-offender-guidelines-crowded-places.pdf>

¹ Information included in this policy drawn from Australia-New Zealand Counter-Terrorism committee document *Active Armed Offender Guidelines for crowded places*; and National Counter Terrorism Security Office (UK) document *Counter Terrorism Protective Security Advice for places of worship*.

Signed x _____ Date _____