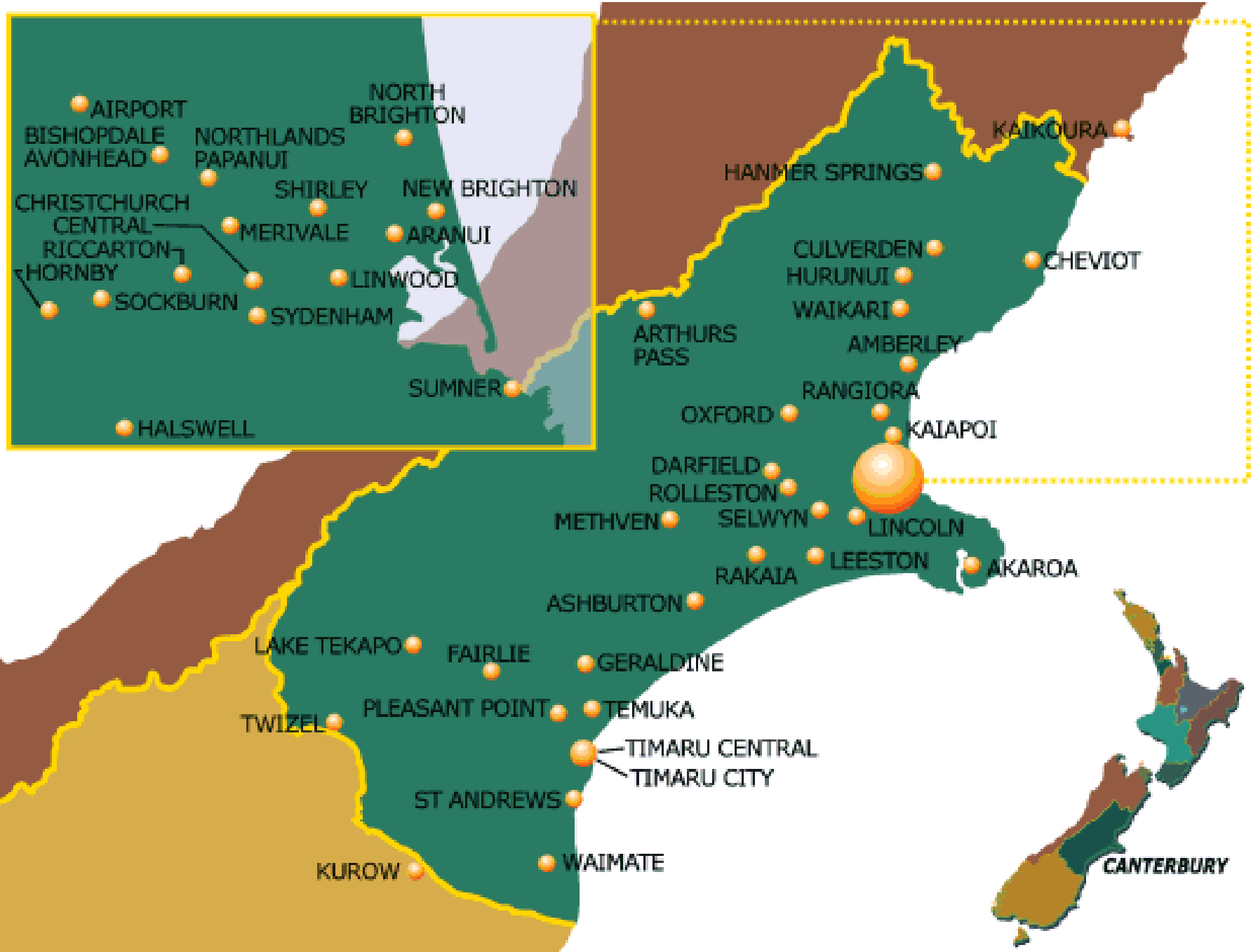


# Crisis Planning and Preparation



## A Guide for Educational Institutions

Insp. Bryan Buck  
O/C Canterbury Armed Offenders Squad



Emergencies can and do happen  
anywhere at anytime !

There are recent tragedies that have happened in different schools around the world for various reasons. While some of these tragedies cannot be avoided, there are many that can be prepared for.

Police would like to work with schools to develop, review, and maintain an  
Emergency / Crisis Plan.

## Emergency & Crisis Plans for Schools

Emergency lockdown procedures for a school involve keeping students safely inside if an outside threat hampers the progress of or renders an evacuation inappropriate. Lockdowns should only be conducted if completely necessary. You want to avoid creating further havoc in the midst of a breach of safety, so we need to develop a plan with methodical precision.





# Incident Types

- Fire / Bomb Threat.
- Fighting or Disorder.
- Vehicle Crime, (Car in playgrounds / environs).
- Serious Incident in Vicinity of School.
- Custody Disputes.
- Parent / Teacher disputes / Threats.
- Possession of Weapons.
- Active Shooter.



# Principle Approaches

- Evacuation

- Assembly

- Movement of persons to place of safety.

- Lock Down

- Isolation** of individuals from threat / risk

- Control** of persons not immediately involved in situation.

Plans must cover a range of contingencies – one plan will not fit all situations



# Evacuation

- Current planning generally centres around evacuation.
- Planning in this area is well advanced and generally practised.
- Evacuation may not be the appropriate response and may increase risk.



# Lock Down

- Clear distinction between evacuation and lock down warning systems.
- Classrooms that can be locked or secured from the inside. (policies)
- Ability to communicate.
  - Cell Phone/ Intercom
  - Location of specific staff / pupils.
- Ability to identify occupants at anytime.





# Planning Considerations

- **Establish Crisis Planning Team**  
Utilise Emergency service personnel to assist in planning process and to review current plans.  
(Police intentions).
- **Communication and Storage of Plans**  
Create crisis and evacuation kits stored in strategic **locations**.  
Consider digital storage and access to plans.  
(Readynet.)



# ACTIVE SHOOTER

## Reduction of Threat

- Deterrence / Prevention / Intervention
- Education as to “at risk behaviours”

## Lessons Learnt

- Targeted / Planned - Not Random Events
- Someone Knows of attackers plans
- No previous overt threats
- No typical stereo-type
- Knowledge of “concerning” behaviour
- Personal failure / suicide attempts / significant losses
- Bullied / persicuted or injured by others prior
- Access to weapons prior
- Prevented by actions outside law enforcement



## **Readiness**

- Plan
- Risk Assessment of Environment / update of current plans
- Warning System. Distinct from other alarms (Voice based)

## **Response**

- 111
- Identify Self / Exact location of incident.
- Exact location of incident
- Details – casualties / weapons / offender(s)
- Your location / Safety / Ability to meet police
- Clear Hallways
- Run
- Hide
- Fight

# **RUN**

When an active shooter is in your vicinity:

- **If there is an escape path, attempt to evacuate.**
- **Evacuate whether others agree to or not.**
- **Leave your belongings behind.**
- **Help others escape if possible.**
- **Prevent others from entering the area.**
- **Call 911 when you are safe.**

# HIDE

If evacuation is not possible, find a place to hide.

**Your hiding place should:**

- **Be out of the shooter's view.**
- **Provide protection if shots are fired in your direction.**
- **Not trap or restrict your options for movement.**

# FIGHT

As a last resort, and only if your life is in danger:

- **Attempt to incapacitate the shooter.**
- **Act with physical aggression.**
- **Improvise weapons.**
- **Commit to your actions.**



### **Step 1**

- Create an emergency lockdown plan. This can be a segment of your overall emergency communications plan. Include action steps to lock down the school. Create site maps detailing the entire layout of the school's building before you proceed.

### **Step2**

- Make up an emergency decision diagram. This is a flow chart containing a series of boxes with questions about the crisis and the safety of various locations. The answers to the questions guide you to what to do next, such as lockdown or evacuate.


### **Step3**

- Educate all school personnel about the emergency lockdown procedure and how to act in that situation. Instruct employees on how to lock the doors and provide them with additional keys. Bring in a local Youth Services police officer to conduct a seminar planning session about lockdown procedures.

### **Step4**

Train: Proceed with a lockdown. Each wing of the school will need a person responsible for locking the doors. This will be planned out beforehand with site maps given to all employees..

# Readynet

- 
- Third-party provider which collects information and provides electronic access to emergency services.
  - Key contact details
  - Site maps
  - Building plans.





The emergency preparedness network

LOGIN

Home About Readynet News Clients Neighbourhood Support Security Links Register Contact Us



## LEARN ABOUT READYNET

### What is Readynet?

Readynet is a secure, web based network that [assembles](#), [stores](#) and [shares](#) emergency management information about

- schools,
- universities,
- rest homes,
- business and workplaces
- Neighbourhood Support groups,
- health and community groups.

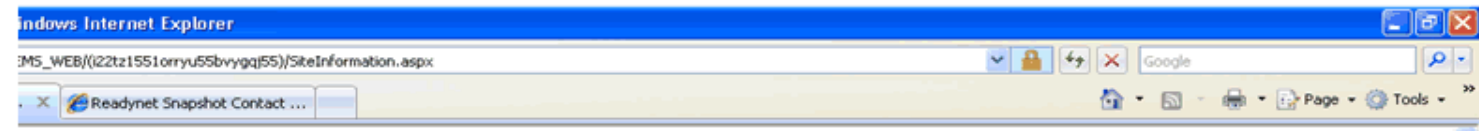
**Readynet provides a nationally consistent framework for emergency preparedness.**

This arrangement means that

1. **The Right information** - about your site or group's emergency details are assembled
2. **For the Right people** – at your site or group and for emergency response personnel
3. **In the Right place** – hard copies at your site and online for you and the emergency services
4. **At the Right time** – when an emergency occurs or threatens.

# SAMPLE ONLINE TEMPLATE

Information is entered online using the fields provided.  
When all the information has been entered, an Emergency Action Guide is produced; this can then be printed for offline use.  
The information is stored online so it easy to update or amend the details and to reprint the Guide.



## Basic Information About this page

Cancel Save

Name of this Site:	Te Horo High School *
Site Type	Secondary School ▾ *
Building Type	Multi Building ▾ *
Address:	155 School Road *
Town/Suburb:	Otaki
City:	Kapiti
Site Web Address:	www.tehorohigh.school.nz
Distance to Nearest Intersection:	200 metres
Name of Street/Roads at that Intersection:	SH 1 / School road
GPS Coordinates for this Site:	41.88°S, 160.34°E
Telephone number for this Site:	05 * 456456 *
Outside Extension is:	2
Alternate Telephone:	023 6666666
Staff advised of the location of the Emergency Action Guide:	<input type="checkbox"/>
Next Notification Due Date:	10/01/2008 (auto generated)
OSH Telephone:	0800 20 90 20
Emergency Operations Centre (EOC) - (Check with your local Council):	Kapiti Coast District Council. ▾ *