



## Park School for Girls

# Contingency Plan in Case of a Terrorist or other Major Incident

**This policy applies to the whole school, including the EYFS**

## **IN THE FIRST INSTANCE RUN HIDE TELL**

### **A Short Brief for Teachers and Pupils**

1. In the event of a major incident a Crisis Management Team will be formed immediately (see Crisis Management policy document for further details). This team will coordinate all actions. In usual circumstances this will meet in the Head Teacher's office. In case of evacuation other sites and telephone numbers will be issued.
2. At all times teachers should stay with pupils. Pupils should not be dispersed without a direction to do so from the CMT. Nor should any other response be put into action without consultation with the CMT.
3. Following an incident which directly affects the members of the School, the usual emergency evacuation procedure should be put into effect and pupils gathered at muster points, and teachers stay with them. A line of communication should be set up with the CMT, initially via the school office. Then further response will be as directed.
4. If there is a terrorist threat, rather than action, stay put, set up a line of communication with the CMT. Evacuate and muster only if directed.
5. If a group is at a Station or other venue on a School visit and there is a terrorist threat, stay put at the venue, and try to establish a line of communication with the CMT, Head Teacher or the Deputy Head. Do not disperse until directed by the CMT.
6. If the whole School needs to be evacuated the CMT will organise lines of communication to direct the operation. At all times teachers must stay with their classes.
7. Parallel response applies to the non-academic staff. If evacuation is necessary that would be directed by the Bursar, who would be in communication with the Head Teacher.

8. The first response in all circumstances is to stay put, stay with the students at all times, evacuate only if directed by the teacher.

## Lockdown Procedures

In the possible event that the School or areas around the School come under physical attack from any source, a warning will be passed by SMS text, email and through the phone system and ringing the bell in the playground, the warning will be as follows: **'LOCKDOWN, LOCKDOWN'**.

If you are (or may be) the first person on the scene:

Contact the Mrs Williams on 0208 554 2466 (ext 26 from internal phones). All information should flow through the Head Teacher's office.

Immediate Action by all staff and pupils:

- Tell others near you that you have received the message.
- If you are INSIDE a School building remain INSIDE until told it is safe to move by a recognised person in authority by means of a further SMS text or email or the bell ringing stating **'END OF LOCKDOWN, END OF LOCKDOWN'**. Members of staff should gather pupils in a safe place inside the building. Take a register and be ready to report the names of those with you. If your building has been breached by an attacker and you are not secure, you should escape the building and RUN AWAY.
- If you are OUTSIDE a School building, go inside the nearest School building at once and wait there until told to move by a recognised person in authority. Pupils should tell any member of staff in the building that they have entered it.
- If you are OUTSIDE but not near a School building and hear shootings or explosions, you should RUN AWAY FROM THE NOISE until you can no longer hear it. Then, let your Form Tutor / Head of Department / teacher/ family know by text / email where you are. The rule is **'RUN, HIDE, TELL'**.
- At all stages
  - Remain calm, walk quickly if required, don't run unless it is essential.
  - Follow the instructions of your teachers or other School staff.
  - Remain away from windows, especially if overlooked from the street. Draw blinds on ground floor windows if safe to do so.
- If any threatening or violent activity is taking place right outside the building you are in, take refuge inside rooms which are not overlooked from the street. Lock and barricade the door to the room with furniture. Sit/lie as close as possible to a brick wall. Stay calm, stay quiet. One person in the room, preferably a member of staff should report what is happening by text to a member of CMT.
- If told to evacuate an area, move calmly and quickly in the direction in which you are told. Do not stop to collect any personal items. Do not stop to help anyone. Keep moving away from the area to the designated place of safety.

**Revised by the Head Teacher      Mrs A Nicholas      June 2018**

**Approved by Chair of Governors      Mr Smith      June 2018**

**Date for review      June 2019**