

Wimbledon Experience Ltd (WimX Learning)

Terrorist Attack Policy [V4 07.9.20] Review Date: 07.9.21

This policy states the appropriate response protocol in the event of a terrorist attack. The response for a firearms or weapons attack and suspicious items has been taken from government guidance.

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker, numbers, features, clothing, weapons etc.
- Further information - Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Suspicious Items

- Do not touch it
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
- Cordon off the area
- Call 999

Threat from an Intruder

One type of emergency that we may face is a threat posed by an intruder or emergency situation outside the classroom that prevents the evacuation of learners from the building. In these situations we take steps to isolate learners and staff from danger by instituting a lockdown.

In general, there are two main lockdown situations:

1. The threat is outside the building.
2. The threat or intruder is inside the building.

1. Lockdown when Intruder is outside the building

- Lock exterior and classroom doors.
- Secure and cover classroom windows.
- Move all persons away from the windows.

- Take attendance of students in classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement, but continue classes. Disable bells. Move on announcement only.

2. Suggested Lockdown with Intruder inside the building:

- Immediately direct all learners and staff into the nearest classroom or secured space.
- If the class is outside of the building DO NOT enter the building.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until "all clear" is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation
- When or if learners are moved out of the classroom, assist them in moving as quietly and quickly as possible.