

Academies:

This guidance is offered to all schools.

Clearly, use any procedures provided by your Trust, or your own contractors. If you do need assistance from NYCC in a major incident, do contact us.

Appendix 14

STAY SAFE: RUN / HIDE / TELL

May 2019

Introduction



In an evolving world, it is very important that all schools give consideration to a number of potential risks and threats. This document aims to reassure you that there are steps you can take to keep your school as safe as possible. It provides a number of options with which to consider how to assess and manage risk and guide your proportionate response to an incident. It will not give you all the answers. Each school site varies in layout and size and every potential threat is different.

It is your collective responsibility to assess your school and its possible risks. It is also crucial that you plan, train and exercise for a number of potential scenarios. An attack on a school is rare, but should the unthinkable happen, your planning, training and exercising will provide you with the tools to stay as safe as possible.

This guidance has been compiled by NYCC, using National Counter Terrorism Security Office (NaCTSO) guidance. It is part of a wider programme of training and e-learning currently being delivered nationally. **You are advised to consult Appendix 1 which gives both the NaCTSO and CPNI websites for guidance on evacuation, invacuation, lockdown and protected spaces, (spans all sectors, not just education) provided as tactical options a school may consider.** The NaCTSO website also provides training aids.






PLANNING & PREPARATION GUIDANCE

<p>Who do you train?</p>	<p>All staff Managers/administrators/teachers/volunteers/catering/facilities/temporary and new staff. Include also ancillary groups on your site e.g. health centre, nursery. <i>Preparation, training and exercising are key. Anyone who may need to conduct a dynamic risk assessment needs to be trained.</i></p> <p>Pupils Need to know how to Stay Safe. <i>These procedures may help protect them both in and out of school.</i></p>
<p> </p> <p>Think about your site</p>	<p>Use a map, split your site into zones. Identify evacuation routes RUN and places to HIDE. Mark them on the map, (update after changes) keep securely for school use and email to emergency@northyorks.gov.uk. This is the Resilience & Emergencies Team, NYCC, who will save on a secure website with restricted access. Police can access in the event of an incident.</p> <p>Evacuation routes - your dynamic risk assessment may suggest the safest option is RUN</p> <p>Places to HIDE - enough for all those in the area :-</p> <ul style="list-style-type: none"> • Where can I hide? • Does the room have an alternative exit route? • If there are windows can you draw blinds/curtains? • Can you lock the door from inside or barricade it? • Can you turn out the lights?
<p>Identify Alerts See Appendix 1 for NaCTSO website for guidance</p>	<p>NOT the fire alarm - <i>Pupils going outside to the muster area would then become vulnerable.</i></p> <p>Invacuation - bring everyone indoors e.g. dangerous animal in the community/school grounds, smoke plume. Lock doors /close windows /gates if safe and appropriate/ know how to turn off ventilation. GO IN: STAY IN: TUNE IN to local media.</p> <p>Lockdown - Dedicated alert. Stay in hiding. Police will find everyone when it's safe.</p>
<p>Identify Communications</p>	<ul style="list-style-type: none"> • Public Address System (PA) • Pop up on computers / internal messaging systems • Two-way radios - <i>Only choose two way radios for principal comms. if all staff, volunteers, those sharing your site carry their radios with them <u>at all times</u>.</i> • Word of mouth • Classroom telephones / Mobile phones <p><i>Consider the best means of communication for the situation. If in hiding, ensure your communication is silent, no vibrating mobiles. An attacker may have access to social media.</i></p>
<p>Training See Appendix 1 for NaCTSO website for training</p>	<p>Stay Safe: Run, Hide, Tell should be as familiar as a fire drill. During the worst case scenario it may save lives (including knife and firearms weapons attacks). <i>Anyone may have to make a dynamic risk assessment of the nature and location of the threat and decide a proportionate course of action without consultation with senior staff. To do this they need to be trained.</i></p> <p>Train pupils: Stay Safe: Run, Hide, Tell needs to be familiar, it may help reduce panic.</p> <p>Counter Terrorism quick checklist:</p> <ul style="list-style-type: none"> • Who is likely to make dynamic decisions and do they know what they are doing? • How do you enter and exit the school in an emergency? • How do you lock down quickly? • Where can you hide? • How do you communicate and how do you stay updated if you find yourself in a Run Hide Tell scenario? • Have you trained and exercised your staff?
<p>Exercising</p>	<p>Practice regularly Each time staff and pupils are trained and practiced, record who was trained, what training was delivered, who delivered the training and the date.</p>

National Open Source Guidance : Stay Safe : 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. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

	<ul style="list-style-type: none"> • 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.
	<ul style="list-style-type: none"> • 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.
	<p>Call 999 – WHEN YOU ARE SAFE What do the police need to know?</p> <ul style="list-style-type: none"> • 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
<p>ARMED POLICE RESPONSE</p>	<ul style="list-style-type: none"> • Follow officers' instructions. • Remain calm. • Can you move to a safer area? • Avoid sudden movements that may be considered a threat. • Keep your hands in view.
<p>OFFICERS MAY</p>	<ul style="list-style-type: none"> • Point guns at you. • Treat you firmly. • Question you. • Be unable to distinguish you from the attacker. • Officers will evacuate you when it is safe to do so.

Appendix 1 Sign-posting to NaCTSO on line training (all free)

gov.uk/NaCTSO / click on **Crowded Places Guidance / Crowded Places Guidance 2017** / click on **Education** icon. Scroll to **evacuation, invacuation, lockdown and protected spaces** (N.B. the guidance here spans all the sectors and is not specific to education alone)

gov.uk/NaCTSO / **Follow above file path / Developing Dynamic Lockdown Procedures** (N.B. the guidance here spans all the sectors and is not specific to education alone)

www.cpni.gov.uk / search “protected spaces” for additional guidance regarding protected spaces.

Training Products

It is strongly recommended that **all** staff in schools, colleges and settings complete the 7 short online training modules on ACT Awareness (details below), which are available on the NYCC Learning Zone. For education settings that are unable to access the Learning Zone, the training is available at: <https://ct.highfieldlearning.com/>

[Face-to-face training on Act Awareness and Act Strategic will be made available for education settings to attend. Details will be sent out in the e-red bag.](#)

ACT Awareness (Action Counters Terrorism)

Protect yourself, your staff, your business and your community. ACT Awareness is the national counter terrorism awareness initiative for businesses and organizations and is produced by [NaCTSO](#) (National Counter Terrorism Security Office) to help protect our cities and communities from the threat of terrorism.

Act Strategic

ACT Strategic is a [NaCTSO](#) counter terrorism testing and exercising initiative, delivered by Counter Terrorism Security Advisors and Counter Terrorism Awareness Advisors. Attending a session will enable you to gain a better understanding of the threat from terrorism and of simple security measures that can be taken to protect a business or an organization.

Project Revise

Project Revise is a multi-media package which aims to highlight the potential misuse of hazardous materials by those who legitimately and routinely use them. This product is of particular benefit to the academic community.

Document Awareness

Document Awareness training is designed to protect organisations by helping to ensure that the identity of all staff is confirmed prior to employment. It provides instruction on how to identify false/forged identity documents and the importance of confirmation of qualifications and references.

Further Advice and Signposting

- **ACT for Youth - GOV.UK**
Security experts from CTP have commissioned the creation of an animated core film designed to teach young people how to react if caught up in an a gun or knife terror attack. The film aimed at 11 to 16 year olds will also show them what to do if they see suspicious behaviour or a suspicious item.
- **ACT Awareness E Learning**
ACT Awareness eLearning is a new CT awareness product designed for all UK based companies and organizations. It is recommended that all schools enroll on this valuable training package for staff. To register please visit: <https://ct.highfieldlearning.com/>
- **ACT Action Counters Terrorism**
<https://act.campaign.gov.uk/>
Online reporting of Suspicious Activity.
Advice for young people and parents

Make Yourself Heard

In danger, need the police, but can't speak?

- 1 **Dial** 999
- 2 **Listen** to the questions from the 999 operator
- 3 **Respond** by coughing or tapping the handset if you can
- 4 If prompted, **press 55**
This lets the 999 call operator know it's a genuine emergency and you'll be put through to the police.

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