



## Anti-Terrorism Strategy

### Key Points

- The building alarm is accessed from the front entrance of the building so can be activated manually by a member of staff if possible. If this isn't possible then the fire alarm can be activated from any of the emergency break points around the building
- If needed communication between staff can be done either by internal phones between offices or via mobile phones
- The majority of the building is laid out over two floors with two extra spaces on the third floor and an entrance lobby on the ground floor. The building has three entrances, all entrances are easily accessible by travelling through the building if one entrance cannot be used
- Car Park exit and Bausch's Box exit both lead to the car park and the Main Entrance is on to pavement on the main road (Hornsey Road). If exiting via the main entrance evacuees can join others in the car park through the car park gates which can be opened manually from either side
- The building can be easily accessed by emergency service vehicles via the main or car park entrances
- All students training with us are over the age of 18

### Planning & Roles

#### Outside Attack

If an incident has been reported in the local area:

- If outside of the building then students should be brought in as soon as possible by the first people who become aware of the situation
- All doors and windows should be locked so no access is possible externally
- Staff to contact emergency services if appropriate/possible

#### Inside Attack

In the case of an armed intruder entering the building:

- On notification and if appropriate and safe, an emergency evacuation will be signalled by a continuous alarm when possible and the building evacuated
- If a lockdown is necessary then all studios should be locked from the inside and every person should stay there until instructed to do otherwise. If not already in a studio everybody inside the building should make their way to the nearest lockable studio as quickly as possible. Windows should also be closed and locked from the inside
- Head Fire Wardens and staff should where possible encourage everybody to stay calm
- The emergency services should be contacted at the earliest possible opportunity ideally by a head fire warden
- All people inside studios should stay in the locked spaces until instructed to do otherwise by the emergency services



## **Fourth Monkey**

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### **Bomb Threat**

- If a bomb threat is received Head Fire Warden/s ONLY should be notified
- Contact the police for advice as to whether the premises should be evacuated – this decision is ultimately the responsibility of Fourth Monkey
- Should an evacuation be necessary normal evacuation procedure should be followed
- Once normal fire evacuation procedure has been completed, further evacuation to The Police station, 284 Hornsey Road must commence.

### **Suspicious Packages**

- If any suspicious/unattended items are identified by any personnel this should be reported immediately to the main office to a Head Fire Warden
- Appropriate actions should then be taken in contacting the emergency services and/or evacuating the building

### **'Stay Safe'**

In the event of an emergency of this kind we follow the 'Stay Safe' principles as per government advice. They are as follows:

### **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.



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### **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.

### **Armed Police Response**

- 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.

### **Officers may:**

- 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.

