



ISCA Emergency Response Policy

With the recent rise of terrorist attacks in Europe in the past few years, it is vital that we are all aware of our **Emergency Response Policy**. This has been created to offer a guide as to how real or potential threats will be dealt with during the programme. These policies are only a guide but our response should always be **'to calmly remove our group from danger or potential danger'**. Naturally our focus is on Edinburgh days but the procedure applies for every day.

As you read through our policies, we cannot emphasise enough the importance of all decisions being made in a calm and reasonable manner. Naturally the physical wellbeing of everyone on our programme is paramount but *we must not forget the importance of their mental wellbeing*. Our students are away from home, in a country they do not know with new friends from across the globe. It is vitally important that any steps we take are made in a relaxed and calm manner to shield them from any anxiety arising from a sudden and 'panicked' change of plan.

Decision Making Process

All decisions on the planning of days will be made by the senior leadership team. Once a decision has been made this will be shared with the rest of the ISCA Team including International Chaperones.

If a situation arises the immediate ISCA response, listed below, will be implemented and then each group leader will be responsible for their groups.

Senior Leadership Team

Luke Liddle, Managing Director

Freya Liddle, Academic Director

ISCA Emergency Response

There are two sides of this policy that everyone should be aware of:

1. Threats arising when we are not at the hotel

2. Potential threats to day trips

1. Threats arising when we are not at the hotel

By far in a way our biggest threat is an incident taking place when we are exploring, particularly during the Edinburgh days. Each day has been specifically planned to minimise exposure to roads and crowded unsecure public spaces. However, if an incident does happen the following basic but easy-to-implement steps should be taken:

- All male ISCA and international staff should move between the group and the threat, creating the back of the group.
- All female ISCA staff should move away from the threat, creating the front of the group.
- Female ISCA staff will then lead the group away from the threat and to a safe area where the senior ISCA staff member will take control.
- All staff should remain vigilant and should always be aware of where safe areas are. Naturally we cannot list these so common sense and vigilance should be used whenever possible. Always plan for the worst-case scenario.

Our priority after establishing our group will be linking up with the coach who will be aware of our emergency response policies or getting back to the hotel as quickly as possible. It is vitally important that you always have your phone to hand to receive further instruction.

2. Potential threats to day trips

The Managing Director will be in contact with security services in Edinburgh every morning. This is standard procedure and has been done for the last 10 years. Staff should be aware that a hierarchy of information must exist in order to implement our response.

Each day before we go into Edinburgh the Managing Director will make a judgement on the suitability of our trip to the capital following advice from the Police Scotland and JTAC (Joint Terrorism Analysis Centre). In the event of a green light not being granted (there is a tiered daily threat level) the Senior Leadership Team will meet to make a decision on how to progress. This decision will then be shared with the rest of the ISCA Team including International Chaperones and our day will adapt accordingly.

For each day we are planning to go into Edinburgh we have alternative arrangements in place. This is called the ISCA Peace of Mind Programme. This will include trips to Glasgow, Cairngorms National Park, North Berwick, and Dundee. Each day has been prepared and planned enabling us to avoid Edinburgh if necessary. Should this situation arise, it is vitally important that all staff members ensure the transition is smooth and calm. Once again, the mental wellbeing of everyone on our programme is just as important as their physical wellbeing.

Summary

We are all here to ensure that each and every one of our students and international faculty have a safe and secure 9-day adventure. Whilst we should of course be aware of these policies we should not allow them to distract from what we do best: giving the students an unforgettable experience in a safe and secure environment.

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