



ISCA Emergency Response Policy

This policy provides guidance for ISCA staff and international group leaders on how to respond to real or potential terrorism-related incidents during the summer programme.

Our primary objective is to *protect the physical safety and emotional wellbeing* of all students and staff. All actions should be carried out in a *calm, controlled, and reassuring manner*, minimising distress wherever possible. This policy applies to all off-campus activities, including but not limited to London trips.

Guiding Principles

- The safety of students and staff is the *highest priority*
- Staff must remain *calm, decisive, and clear in communication*
- Actions should follow the UK emergency guidance:
Run - Hide - Tell
- Students should be *shielded from panic* wherever possible
- Staff must always follow instructions from *emergency services*

Pre-Trip Planning

All off-campus decisions are made by the **Senior Leadership Team (SLT)**:

- Luke Liddle, Managing Director
- Freya Liddle, Academic Director
- Ian Daly, Programme Director

Decisions are communicated to:

- International Chaperones
- ISCA Heads of House
- ISCA Staff team

During an Incident (Off-Campus)

- The *most senior ISCA staff member present* assumes immediate control
- If unclear, the *first staff member able to act safely* takes initial leadership until relieved
- Staff must act immediately using this policy and not wait for SLT instruction

Emergency Response: Run, Hide, Tell

In the event of a suspected or confirmed threat:

1. RUN (If Safe to Do So)

- Move the group *away from the threat immediately*
- Avoid crowded or exposed public areas where possible
- Head towards a *pre-identified or clearly safer location* (e.g. secure buildings, staffed venues)
- Staff should:
 - Lead from the front
 - Position additional staff at the rear to ensure no one is left behind

2. HIDE (If Escape Is Not Possible)

- Move into the nearest *secure and enclosed space*
- Lock/block doors where possible
- Keep students quiet and out of sight
- Silence mobile phones

3. TELL

- Call **999** as soon as it is safe
- Provide:
 - Your location
 - Nature of the threat
 - Number of students and staff
- Follow all instructions from emergency services

Group Management Responsibilities

During any incident:

- **Lead Staff Member**
 - Directs movement and decision-making
 - Liaises with emergency services
- **Supporting Staff**
 - Supervise students
 - Maintain order and calm behaviour
 - Assist with movement and safety
- **Rear Staff**
 - Ensure no student is left behind
 - Monitor for stragglers or injuries

Headcounts and Accountability

- Conduct a *headcount as soon as the group reaches safety*
- Carry an up-to-date *student register at all times*
- Immediately report:
 - Missing students
 - Injured individuals
- Do not re-enter unsafe areas to search unless directed by emergency services.

Communication Protocols

- Staff must carry a *fully charged mobile phone at all times*
- Use agreed communication channels (e.g. ISCA Staff WhatsApp group)
- In case of network failure:
 - Proceed to *pre-agreed rendezvous points* where possible
- SLT must be informed as soon as it is safe to do so

Safe Areas (Guidance)

When moving away from danger, prioritise:

- Buildings with security or staff presence (e.g. museums, hotels, large shops)
- Police stations or emergency service locations

- Avoid open public spaces and unsecured streets where possible

Pre-Trip Preparation

Before all off-campus visits:

- Staff must be *briefed on the day's plan and risks*
- Staff should:
 - Identify exits and safe spaces at destinations
 - Agree on meeting points
- Students should receive *simple, age-appropriate safety instructions*
- Group lists and contact details must be up to date

Potential Threats & Trip Adaptation

Prior to London visits, the Managing Director and Programme Director will review current threat levels using guidance from:

- Metropolitan Police
- Joint Terrorism Analysis Centre (JTAC)

If concerns arise:

- SLT will assess whether to proceed
- Alternative plans will be implemented if necessary

ISCA Peace of Mind Programme

If London trips are deemed unsuitable, alternative excursions are available, including:

- Cambridge
- Leeds Castle
- Brighton
- Warwick Castle
- New Forest

These programmes are fully planned and can be implemented at short notice. Transitions must be managed calmly to avoid unnecessary concern among students.

Post-Incident Support

Following any incident:

- Students must be *reassured and supported emotionally*
- Staff should:
 - Use calm, clear language
 - Avoid speculation or alarming details
- A structured *debrief* should take place
- Additional pastoral support should be provided where needed

Summary

ISCA is committed to providing a safe and secure environment for all students and staff. While awareness of potential risks is essential, our focus remains on delivering a positive and enriching experience.

All staff must be prepared to respond effectively, calmly, and responsibly in any situation.

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