POLICY 076
RUN, HIDE, TELL

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Policy 076: RUN, HIDE, TELL

1. Introduction

The Academy of Contemporary Music (ACM) is committed to the safety and well-being of its students, staff, and visitors. In the event of a major incident, such as a fire, natural disaster, or terrorist attack, it is essential to have a clear and concise plan in place to ensure the safety of all those on campus. This procedure is designed to provide guidance on how to react in such an event.

2. Scope

This procedure applies to all ACM campuses in Guildford, Birmingham, and Clapham. It applies to all staff, students, visitors, contractors, and anyone else who may be on campus during a major incident.

3. Relevant Legislation and Guidance

This procedure is in accordance with the following legislation and guidance:

- The Health and Safety at Work Act 1974
- The Human Rights Act 1998
- The Data Protection Act 2018
- The Terrorism Protection of Premises Act 2024
- The UK government's Run, Hide, Tell guidance
- UK Contest Strategy
- Prevent Duty Guidance

4. Linked Policies and Procedures

This procedure should be read in conjunction with the following ACM policies and procedures:

- Health and Safety Policy
- Fire Safety Procedure
- Evacuation Procedure
- Security Policy
- Data Protection Policy
- Prevent Policy
- Safeguarding Policy

5. Procedure

5.1 RUN

1. Be aware that in certain situations, physical ‘running’ could put individuals at greater risk. Do not take unnecessary risks.
2. If there is a safe and accessible escape route, evacuate the premises immediately.
3. Do not attempt to gather personal belongings. Your safety is your priority.

4. Follow the instructions of emergency personnel.
5. If you encounter a fire, activate the nearest fire alarm.
6. If there is an explosion, be aware of the potential for falling debris.
7. If there is a chemical or biological hazard, avoid contact with the substance and evacuate the area immediately.
8. Assist those who need help. If it is safe to do so, help others to evacuate, especially those who may need assistance.
9. Warn others. As you evacuate, warn others to do the same.
10. Do not use the lifts. Use the stairs instead.
11. If you are caught in smoke, drop to the ground and crawl to the nearest exit.
12. Once you are outside, move to a safe location and do not re-enter the building until you have been told it is safe to do so.

5.2 HIDE

1. If it is not safe to evacuate, or if you are physically unable to do so, find a safe place to hide. This could be under a desk, in a cupboard, or behind a solid object.
2. Lock and barricade the door if possible. This will help to delay the attacker.
3. Silence your mobile phone and any other devices that may make noise. This will help to avoid detection.
4. Stay low to the ground and away from windows. This will help to protect you from flying debris or gunfire.
5. If there is an active shooter, try to find a solid object to hide behind. This will help to protect you from being shot.
6. Do not leave your hiding place until you are certain it is safe to do so. Wait for instructions from the police or other emergency personnel.

5.3 TELL

1. Once you are safe, call 999 and tell the operator what is happening.
2. Provide as much detail as possible, including the location of the incident, the number of people involved, and any injuries or fatalities.
3. If you have any information about the perpetrator, such as their description or vehicle, provide this to the police.
4. Consider not leaving the scene until you have been instructed to do so by the police.
5. Be prepared to answer questions. The police will want to know as much information as possible about the incident.
6. Provide support to others. If you are safely able to, provide support to others who have been affected by the incident.

6. Training and Exercises

ACM will conduct regular training to ensure that everyone knows what to do in the event of a major incident.

7. Review

This procedure will be reviewed annually and updated as necessary.

8. Policy Owner

The policy lead is responsible for the cyclical monitoring and review of the policy in liaison with the Quality Assurance Team. The Run, Hide, Tell policy lead is:

● Designated Safeguarding Lead

Decisions and appropriate actions in support of the implementation of the Policy will be authorised by the following designated staff:

- Campus Leads
- Designated Safeguarding Lead or nominee
- Quality Assurance and Enhancement Manager or nominee
- Senior Management, including Executive Senior Management

9. Document History and Next Review

Version	1.0
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