

**ACTION PLAN IN CASE OF TERRORISTS ATTACK:**

**RUN, HIDE, TELL**

1. Raise the alarm to people in church about the imminent danger and instruct them to remain calm but direct them what to do.
2. (**RUN**) Remove yourself from eminent danger by running to a safe place.(**HIDE**)
3. Keep calm and think before acting. If it’s a threatened bomb explosions, then shut doors, close windows and air vents. In case of chemical attacks, turn off air heating systems.
4. (**TELL**) Call 999 to tell the police of the situation by stating the what happened/is happening, who are involved, where is the location of the incident, where you’re hiding. If someone is hurt, then ask for an ambulance.
5. Ensure the Vicarage door bell is rung and any occupants are informed.
6. Staff should wear high visibility jackets to be identified among the crowd (orange for vicar and yellow for staff).
7. Each staff should carry a torch and phone with her/him and should know where to find spare batteries, first aid supplies, list of staff contact numbers and emails, copy of the church and office floor plans and copy of the response plan.
8. If necessary and safe, turn off electric, gas and water supplies. Once a gas is turned off, a professional is needed to turn it on again. Never turn it on yourself. Call Corgi on 08704012600 or the Electrical Contractors Association on 02073134800.
9. Keep yourself informed by tuning into radio, internet, television
10. Do not get out of your hiding place until you hear from the Emergency Response Team that it is safe to do so, or when your hiding place becomes unsafe.
11. Pray for everyone’s safety.
12. **BE ALERT, NOT AFRAID**.