**ONE INTERNATIONAL SCHOOL REVERSE DRILL POLICY & PROCEDURE**

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside.

**ADMINISTRATION**

* Make an announcement or sound alarm for reverse evacuation
* Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm
* Monitor the situation
* Provide staff with any updates or additional instructions
* Announce “all clear” signal when the emergency has ceased

**STAFF**

* Make an announcement or sound alarm for reverse evacuation (where required)
* Move all students and staff inside as quickly as possible
* Assist those needing additional assistance
* Report to classroom
* Take attendance
* Report any missing, extra or injured students to building administration
* Wait for further instructions

Initial response – reverse drill (in the unlikely event an intruder enters the school grounds)

**STAFF**

* Make an announcement or sound alarm for reverse evacuation (where possible)
* Ensure all students are inside the building. Where you feel it will improve safety, ask students to disperse and hide under desks, or in the stock room.
* Lock and secure entrance points (e.g. doors, windows etc.) to prevent the intruder entering the building.
* Where possible, call security or police.
* Ensure people take action to increase protection from attack: block access points (e.g. move furniture to obstruct doorways, use a shoe like a door stop)
* Inform all students and other staff members to sit on the floor, under tables or against a wall – out of sight and away from any doors or windows. *(Teachers are responsible for the class they are teaching when a reverse drill is announced.)*
* Ensure students, staff and visitors are aware of an exit point in case the intruder does manage to gain access to the building.
* If possible, check for missing/injured students, staff and visitors.
* Remain inside until the all-clear has been given.