# TABLETOP EXERCISE – INTRUDER ON SITE

## Summary

This tabletop exercise aims to test the response of staff when faced with an intruder on site during the school day.

Accompanying news bulletins and discussion points can be used for delivery of these injects.

This exercise is designed to last approximately one hour.

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| Approximate timings | Activity |
| 5 minutes | Introduction to exercise |
| 5 minutes | Inject 1 - News bulletins and discussion points |
| 15 minutes | Group discussion |
| 5 minutes | Inject 2 - News bulletins and discussion points |
| 15 minutes | Group discussion |
| 15 minutes | Debrief |

## Inject 1

Scenario time

Friday, 1pm.

News bulletin

“An individual has been seen in the local area with a bread knife, later described as a machete.

Several police patrol cars were looking for a man who had been seen close to school grounds with a bread knife. A secondary and a primary school close to where the male was last seen were then put into lockdown as a precaution.”

Information

The male has been seen in the estate close to school.

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| * What actions should staff take to prepare for a possible school lockdown? * Who by and when would the decision to go into lockdown actually be taken? * If the school does go into lockdown, how will pupils be informed and how will parents/carers and be notified? Who else would need to be notified and are the necessary contact details available? * Are any other actions required? |

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## Inject 2

Scenario time

Friday, 2pm.

News bulletin

“It has been confirmed by several sources that the male is wearing a light blue tracksuit and a red baseball cap.”

Information

A male in a light blue tracksuit has been seen climbing over a garden wall into the school site and is walking over the playing field towards the school building.

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| * How will the school keep staff and pupils safe from harm? * When should the Police be called? * How will the school keep the local authority informed? * Are any other actions required? |