



## Policy and Procedure: Handling Armed Intruders at the Dance School

**Centre Name: Gem Academy - Masonic Hall**

### Purpose

To ensure the safety and security of all students, staff, and visitors at the school by providing clear instructions on how to respond in the event of an intruder armed with a knife or gun.

### Scope

This policy applies to all employees, students, visitors, and contractors on the school premises.

### Policy

1. **Immediate Threat Assessment**
  - Any individual who identifies a person with a weapon should assess the situation quickly and determine the immediate threat level without approaching the intruder.
2. **Alert Authorities**
  - Immediately call emergency services (police) by dialling **999**.
  - Provide the dispatcher with the following information:
    - Your name and location:
    - Description of the intruder (physical appearance, clothing, weapon type).
    - The intruder's current location and direction of movement.
    - Any actions taken or observed.
3. **Initiate Lockdown Procedures**
  - **Announce Lockdown:** Use the Staff WhatsApp to announce, "**Lockdown**"
  - **Secure Premises:**
    - Lock all doors to classrooms, dance studios, and the main building.
    - Close and lock all windows.
    - Turn off lights and close blinds/curtains.
    - Silence all electronic devices.
  - **Hide and Remain Silent:**
    - Instruct everyone to move away from doors and windows.
    - Take cover behind solid objects (e.g., desks, cabinets).
    - Remain silent and do not respond to anyone outside the door until the "all clear" is given by recognised law enforcement personnel.
4. **Evacuation Procedures**
  - If safe to do so, and upon instructions from authorities, follow designated evacuation routes to the nearest exit.
  - Assemble at the predetermined safe location away from the building:
  - Account for all students and staff; report any missing persons to authorities immediately.
5. **Communication with Parents and Guardians**
  - Notify parents and guardians through via email and text:
    - Nature of the incident.
    - Actions taken to ensure the safety of students and staff.
    - Instructions on where and when to pick up their children.
6. **Post-Incident Procedures**
  - **All Clear Announcement:** Once law enforcement declares the area safe, announce the "all clear" signal.
  - **Counselling and Support:**
    - Provide access to counselling services for students, staff, and parents as needed.

- **Incident Review:**
  - Conduct a debriefing session with staff to review the incident and the effectiveness of the response.
  - Update the emergency response plan based on lessons learned.

## Procedure

1. **Initial Response**
  - Upon spotting an armed intruder, immediately:
    - Call emergency services: **999**
    - Announce the lockdown through the Staff WhatsApp: "Lockdown".
2. **During Lockdown**
  - Ensure all doors and windows are locked and lights are off.
  - Guide students to the safest hiding spots.
  - Keep everyone calm and silent.
3. **Communication**
  - Designated staff will use email and text to inform parents and guardians.
4. **If Evacuation is Required**
  - Follow evacuation routes to the predetermined safe assembly point:
  - Take attendance and report any discrepancies to law enforcement.
5. **After the Incident**
  - Await the "all clear" from law enforcement.
  - Provide necessary support and counselling.
  - Review and update safety procedures.

## Roles and Responsibilities

- **All Staff:**
  - Be familiar with and adhere to this policy.
  - Participate in regular training and drills.
- **Emergency Response Team:**
  - Lead the response during an incident.
  - Maintain communication with law enforcement and emergency services.
- **Administration:**
  - Ensure the policy is up to date and all staff are trained.
  - Communicate with parents and guardians.

## Training and Drills

- Conduct regular training sessions and lockdown drills for all staff and students.
- Review and update procedures annually or as needed based on drill outcomes and real incidents.

By following this policy and procedure, the school aims to provide a safe environment for all and ensure a coordinated, effective response to any armed threat.