Policy and Procedure: Handling Armed Intruders at the Academy

Centre Name: Debut Dance Academy

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.

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:

- To 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.

Policy Date – 19th July 2026
Review Date – July 2027