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TheApexSchoolOfDance

Apex School of Dance
Handling Armed Intruders
Version 1.0

Our policy is to ensure the safety of all students and staff at the school by providing clear instructions on how to respond in the event of an armed intruder.

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:
 - i. Your name and location:
 - ii. Description of the intruder (physical appearance, clothing, weapon type).
 - iii. The intruder's current location and direction of movement.
 - iv. Any actions taken or observed.

3. Initiate Lockdown Procedure

- Secure Premises:
 - i. Lock all doors to Dance Hall and the main building.
 - ii. Close and lock all windows.
 - iii. Turn off lights and close blinds/curtains.
 - iv. Silence all electronic devices.
- Hide and Remain Silent:
 - i. Instruct everyone to move away from doors and windows.
 - ii. Take cover behind solid objects (e.g., desks, cabinets).
 - iii. Remain silent and do not respond to anyone outside the door until the "all clear" is given by recognised law enforcement personnel.

4. Evacuation Procedure

- Notify parents and guardians through via email and text:
 - i. Nature of the incident.
 - ii. Actions taken to ensure the safety of students and staff.
 - iii. Instructions on where and when to pick up their children.

5. Post Incident Procedure

- All Clear Announcement: Once law enforcement declares the area safe, announce the "all clear" signal.
- Counselling and Support:
 - i. Provide access to counselling services for students, staff, and parents as needed.
- Incident Review:

- i. Conduct a debriefing session with staff to review the incident and the effectiveness of the response.
- ii. Update the emergency response plan based on lessons learned.

Procedure

1. Initial Response
 - Upon spotting an armed intruder, immediately:
 - Call emergency services: **999**
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.
- 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.
 - Communicate with parents and guardians.

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.

All Apex School of Dance staff or volunteers are to adhere to this policy.

Policy updated: 10/08/2023

Signature: Alison Head