

**Stagedoor School of Dance**  
**Lorna Stone**  
**August 2024**

Policy and Procedure: Handling Armed Intruders at the  
Dance School

Centre Name: Stagedoor School of Dance  
Halls: Box Methodist church & Atworth village 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.

- 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

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### 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.

Stagedoor School of Dance  
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