



Ledger Dance Studios Armed Intruder Policy

1. Purpose

To ensure the safety of students, staff, and visitors by providing clear instructions for responding to an intruder armed with a knife or gun.

2. Scope

Applies to all employees, students, visitors, and contractors on school premises.

3. Policy

Immediate Threat Assessment

- Assess the situation quickly from a safe distance without approaching the intruder.

Alert Authorities

- Call emergency services (999).
- Provide: your name, location, intruder's description, location, and actions taken.

Initiate Lockdown Procedures

- **Announce Lockdown:** Use Staff WhatsApp to announce "Lockdown."
- **Secure Premises:**
 - Lock doors and windows.
 - Turn off lights, close blinds/curtains, and silence devices.

Hide and Remain Silent

Move away from doors and windows, take cover, and remain silent until law enforcement gives the "all clear."

Evacuation Procedure

- If safe, follow evacuation routes as instructed by authorities.
- Assemble at the safe location and account for everyone; report any missing persons.

Communication with Parents and Guardians

- Notify via email and text:
 - Incident details.
 - Safety actions taken.
 - Pickup instructions.

Post-Incident Procedures

- **All Clear Announcement:** Announce “all clear” when declared safe by law enforcement.
- **Counselling and Support:** Be directed to counselling services.
- **Incident Review:** Debrief with staff, update procedures based on lessons learned.

Procedure

1. **Initial Response**
 - Call 999 and announce “Lockdown” via Staff WhatsApp.
2. **During Lockdown**
 - Lock all doors and windows, turn off lights.
 - Guide students to safe hiding spots and keep calm and silent.
3. **Communication**
 - Use email and text to inform parents and guardians.
4. **Evacuation (if required)**
 - Follow evacuation routes to the safe assembly point.
 - Account for everyone and report discrepancies.
5. **After the Incident**
 - Wait for the “all clear” from law enforcement.
 - Provide direction to support and counselling.
 - Review and update safety procedures.

Roles and Responsibilities

- **All Staff:** Familiarise with and adhere to the policy; participate in training and drills.
- **Emergency Response Team:** Lead response, maintain communication with law enforcement.
- **Administration:** Keep policy updated, ensure staff training, communicate with parents.

Training and Drills

- Conduct regular training and lockdown drills.
- Review and update procedures annually or as needed.

This policy aims to ensure a coordinated and effective response to any armed threat, maintaining a safe environment for all.