



Policy and Procedure: Handling Armed Intruders at DanSci Dance Studio Summerland Street. Exeter. Devon. EX1 3BZ

Purpose

To ensure the safety and security of all students, staff, and visitors at the studio by providing clear instructions on how to respond in the event of an intruder armed with a weapon or displaying inappropriate or dangerous behaviour.

Scope

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

Policy

1. Immediate Threat Assessment

- Any individual who identifies a person with a weapon or behaving in an overly aggressive or inappropriate manner 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:** Press an emergency Call Button Located above each stereo in studios or under reception desk.
- Turn on radio receivers quietly to **channel 1**
- Use the Staff WhatsApp to announce, "**Lockdown**" then **Area of alert**
- **Secure Premises:**
 - If safe to do so Move all upstairs persons to Studio One and secure door with lock
 - If safe to do so Move all downstairs persons to Studio Three and secure door with lock
 - Lock all doors to dance studios, section areas, 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 radio receives and staff What’s App group to liaise onsite
- 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, DanSci dance Studio aims to provide a safe environment for all and ensure a coordinated, effective response to any armed threat.



Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	<i>Call button Siren sounded in studio 3 and reception</i>
Signal for stand down / all-clear	<i>'All clear' from law enforcement</i>

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Ava Barron Thomas	07837192406
Deputies	Cindy Smith	
Communications Officer	Ava Barron Thomas	

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Studio 1
2 Studio 2
3
4

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Call button by stereo in studio or till at reception
Two-way radios
Mobile phones
What's app staff group
Instant messaging / email

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	The Barn Student accommodation
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Type of venue	Student accommodation
Contact name	
Contact telephone number	01392537973
Useful info such as distance from school, directions, capacity, opening hours	
1 Cheeke St, Exeter EX1 2FQ On the corner	

Other useful contacts:

Name	Emergency Contact Number
Anthony Thomas	07528820800

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	