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Policy and Procedure: Handling Armed Intruders During Class

***Purpose***

To ensure the safety and security of all students, staff and visitors to a TADAA class by providing clear instructions on how to respond in the event of an intruder armed with a knife, gun or other weapon.

This policy applies to all employees, students, visitors and contractors at a TADAA class.

***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.

1. *Alert Authorities*

* Immediately call the emergency services by dialing 999 and provide the following information
* Name and Location
* Description of intruder (as much detail as possible)
* The intruder’s current location and direction of movement
* Any action’s taken or observed

1. *Initiate lockdown procedures*

* Secure the premisis – lock doors, lock windows, turn off lights, silence devices
* Hide and Remain silent – move away from doors/windows, take cover, remain silent

1. *Evacuation Procedures*

* If safe to do so and when help arrives, follow authorities instructions to evacuate
* Assemble at a safe place away from the threat location
* Account for all students, staff and visitors, report anyone missing immediately

1. *Communication with parents and guardians*

* Notify parents and guardians as quickly a possible but without panic
* Let them know the nature of the incident
* Actions taken to ensure the safety of students and staff
* Instructions of where and when to collect their child

1. *Post Incident Procedures*

* Ensure an all clear announcement is made once authorities have cleared the scene
* Provide counselling and support for anyone 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 learnt.

***Roles and Responsibility***

All Staff: Be familiar with and adhere to this policy. Participate in training when required.

Administration: Ensure the policy is up to date and all staff are trained.

By following this policy, TADAA aims to provide a safe environment for all and ensure a co-ordinated, effective response to any armed threat.