



The Academy of Musical Theatre

Policy and Procedure: Handling Armed Intruders During Class

Purpose

To ensure the safety and security of all students, staff and visitors to an AMT 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 an AMT 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.

2. Alert Authorities

- Immediately call the emergency services by dialling 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 actions taken or observed

3. Initiate lockdown procedures

- Secure the premises, where possible – lock doors, lock windows, turn off lights, silence devices
- Hide and remain silent – move away from doors/windows, take cover, remain silent

4. 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

5. Communication with parents and guardians

- Notify parents and guardians as quickly as 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

6. Post Incident Procedures

- Ensure an all-clear announcement is made once authorities have cleared the scene
- Provide signposting for 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 and reflections observed

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, AMT aims to provide a safe environment for all and ensure a co-ordinated, effective response to any armed threat.

