

ARMED INTRUDER – EDGAR CENTRE LOCKDOWN

IMMEDIATE RESPONSE BY ALL STAFF AND PATRONS

If the incident occurs in your direct location –
maintain your safety and call 111 immediately.

Decide to either STAY where you are or GO

GO –

- If you have a safe way out leave as quickly and quietly as possible.
- Get right away ie leave the Edgar Centre site (too many people don't go far enough away).
- Once in a safe location, staff member to text an update to BLAIR on 027 4878489

STAY – if your escape route is not safe, follow the process below:

Staff Member (or onsite Sports Coordinator) to:

Complete ✓	Action
	Lock doors and windows
	Close curtains or blinds if available
	Put cell phones on silent
	Turn off lights and equipment
	Text the area you are in and status to BLAIR 027 487-8489 RED = Lockdown is incomplete, or assistance urgently needed Yellow = Assistance appreciated Green = All is well Eg: "reception – green"
	If in a confined space with others (eg Lounges) pass a paper around for them to write their names and cell phone numbers.
	Complete this checklist
	Keep low and take cover behind any objects available
	Text room number and any update to BLAIR 027 487-8489

Patrons to:

Complete ✓	Action
	Take cover behind any available object
	Move away from windows and doors
	Switch cellphones to silent and turn off any other electrical devices
	If with children keep them as calm as possible and follow your instructions
	Follow staff members instructions

Remain in Lockdown until the all clear is given.
Ignore any evacuation alarm (eg fire) unless you are in immediate danger.