Unarmed Intruder/Trespassing

All doors to the school should be locked and secured. The only door that should be accessible from the outside is the main door located closest to the school office. Signs should be posted directing all visitors to the office to sign in and be cleared to visit. Visitors and vendors should produce valid identification. Visitors who are cleared should be given a visitor badge or pass with the current date and area of the school or room they will be visiting. Strangers or persons who are found walking the school halls should be challenged by staff and returned to the office to sign in.

Consider: Who are they here to see? Do they have a child at the school:

- · Is there a known custody dispute?
- · Is there an acrimonious divorce?
- If this is a current/former spouse or significant other of a staff member; Does the staff member have any concerns for their safety?

Ask person to provide their name and ask to make a copy of their identification, if they refuse, ask them to leave:

- · Warn of consequences for staying on school property
- Contact SRO if available/CALL 911 if necessary
- Have office announce a "LOCKDOWN" if needed
- Walk away from the intruder if he/she indicates any potential for violence
- Maintain visual contact from a safe distance
- Assign staff to meet with police and direct them to location of intruder
- Advise BOE/Superintendent

Make mental notes of their physical description (height, build/weight, age, distinctive characteristics, hair/eye/skin color, clothing, etc.); When the situation is stabilized, announce an "ALL CLEAR"

Incident Commander	 Determine the location of the guest/intruder and identify his/her description Ask another staff member to accompany you before approaching the intruder. Politely greet guest/intruder and identify yourself Inform the guest/intruder to accompany you to the office so they may sign in Prepare to quickly Lockdown the school or areas of the school, if necessary Assist external responders with Lockdown and emergency procedures
Head Custodian	Report to the IC for initial instructionsAssist IC as needed
School Nurse	Report to the IC to receive initial instructions
School Counselor	 Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students Support affected students/staff to stay calm
School Resource Officer	 Respond to the scene Call for additional support if needed Diffuse incident/threat if it is still active Escort trespasser off school property Conduct complete and thorough criminal investigation
Evacuation Coordinator	Report to the IC to receive initial instructions
Reunification Coordinator	Report to the IC to receive initial instructions

DISCOVERY

Intruder or trespasser

NOTIFY

Discoverer notifies:

- 1. Principal's Office OR
- 2. Teacher or other school official

ACT

Establish Incident Command

Incident Commander obtains:

- Description of incident, what happened, location and time of incident
- 2. Number of people involved
- 3. Is the intruder still in the building/on campus?
- 4. Attempt to gain intruders name
- 5. Attempt to diffuse the situation

Incident Command is in effect

ΔC

Incident Commander will:

- Initiate Lockdown if needed; See also Lockdown Event Aid and Flow Chart
- Crisis Response Team will:
- Secure the area if needed
- 2. Meet outside responders at emergency access points if notified

•••• NOTIFY

Crisis Response Team will update:

- 1. BOE / Superintendent
- 2. Affected faculty and staff

POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)

NOTIFY

Incident Commander will notify:

- 1. 911 if needed
- 2. CRT and SRO
- 3. BOE/Superintendent
- 4. School counselor/ mental health crisis team manager