

## 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"

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| <b>Incident Commander</b>        | <ul style="list-style-type: none"> <li>• Determine the location of the guest/intruder and identify his/her description</li> <li>• Ask another staff member to accompany you before approaching the intruder. Politely greet guest/intruder and identify yourself</li> <li>• Inform the guest/intruder to accompany you to the office so they may sign in</li> <li>• Prepare to quickly Lockdown the school or areas of the school, if necessary</li> <li>• Assist external responders with Lockdown and emergency procedures</li> </ul> |
| <b>Head Custodian</b>            | <ul style="list-style-type: none"> <li>• Report to the IC for initial instructions</li> <li>• Assist IC as needed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>School Nurse</b>              | <ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>School Counselor</b>          | <ul style="list-style-type: none"> <li>• Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students</li> <li>• Support affected students/staff to stay calm</li> </ul>                                                                                                                                                                                                                                                                                                       |
| <b>School Resource Officer</b>   | <ul style="list-style-type: none"> <li>• Respond to the scene</li> <li>• Call for additional support if needed</li> <li>• Diffuse incident/threat if it is still active</li> <li>• Escort trespasser off school property</li> <li>• Conduct complete and thorough criminal investigation</li> </ul>                                                                                                                                                                                                                                     |
| <b>Evacuation Coordinator</b>    | <ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Reunification Coordinator</b> | <ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |

