

STAFF SAFETY INTRUDERS ON SCHOOL PREMISES

Goal:

To maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

General Procedures:

Staff is to stop any stranger and inquire as to his/her business in the building. Contact the office to be sure the visitor has registered. All authorized visitors must wear a visitor's badge. Security should be called when any person poses a threat to the safety of students or staff. If the intruder is in the hall, staff calls the office or escorts the stranger to office. If the intruder is in a classroom, send a student to the office for help. If danger exists, evacuate students to safe position away from intruder.

Steps of Action:

1. Call principal. When calling principal, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Lock outside doors.
3. Take students into protected classrooms.
4. Check restrooms and vacant rooms.
5. Lock classroom door with keys, if possible.
6. Move children away from doors and glass.

Personnel Role:

Principal:	Announce warning signal. If necessary, help evacuate students. Ensure all doors are locked.
Secretary:	Call security. Notify superintendent - 326-4116
Teacher:	Lock rooms. Stay with and protect children. Provide first aid and take roll.
Auxiliary Staff:	Provide first aid and assist with evacuation, if necessary. Designated persons lock outside doors.

STAFF SAFETY INTRUDER ON PREMISES, CONT.,

Lock Down procedure: The following are guidelines to be used for emergency lock down:

1. The procedure will be initiated by the school's intercom system. Care should be taken to assure that students are not given information unless necessary.
2. Persons with a door lock-down responsibility will go immediately to their assigned doors and take the needed steps to assure that it is secure. Lock-down keys are to be kept in a convenient location.
3. Students who are outside should be directed to go inside the building or drop to the ground. They are to remain there until an "all clear" signal is given.
4. The principal should be notified of such action as soon as possible.

PRACTICE DRILL THREE TIMES ANNUALLY - Document dates and times.

Police: 326-1700 **Superintendent:** 326-4116