

Intruder Drill Procedures

As this is a public document and resides upon our website we have removed specific procedures, movements, roles, and staging areas our staff takes when confronting a dangerous situation. Know that our staff and School Site Council do carefully create, review, revise, and rehearse intruder drills throughout the year and are prepared as best we can if a situation were to occur.

In the event our students are required to leave the campus, we have known areas we retreat to in the neighborhood that are not publicly disclosed for safety reasons. Our staff and local authorities are aware of them. Parents will be notified as soon as humanly possible via our School Messenger System. In addition, all staff have access to relevant phone numbers to reach local authorities.

Our internal plan has been carefully vetted through our Sheriff's Agency and built into our School Comprehensive Safety Plan. In addition, on April 19th, 2018, our district staff will be attending further Professional Development related to safety/disaster procedures, which we will embed into our plan.

Intruder on Campus Protocol

A campus intruder is defined as an individual who loiters or creates disturbances on school property. If an intruder is found on campus:

- Assess the situation and if it appears safe to approach the intruder, greet the individual in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask the intruder for identification.
- Ask them what his/her purpose is for being on campus.
- Advise the intruder of trespass laws.
- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, call 9-1-1 and provide a description and location of the intruder. Notify staff to lock down.

If an intruder appears on school grounds during recess, lunch, garden, PE, or any other activity when students and staff are outside of a building:

- Outdoor supervisors should immediately notify the School Administrator and Outdoor Lockdown procedures go into effect (*This is outlined and shared with staff internally*)
- Those already indoors are to lock all doors and windows and follow indoor lockdown procedures (*This is outlined and shared with staff internally*)
- Wait for further instructions from school officials or local sheriff's office.

In the event the perpetrator(s) is inside a classroom:

- Staff should take a leadership role and perform the following actions
 - Calm, reassure, and quiet others (students/staff)
 - Staff actions will influence others.
- Staff should attempt to actively diffuse the situation
 - Attempt to quietly move students away from the perpetrator.
 - If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus.
- If the perpetrator leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture)
- If all of the above fails we have an internal protocol we use