

**STAFF SAFETY
INTRUDERS ON SCHOOL PREMISES**

If, **during** school hours, an intruder is on the school premises who poses a real threat of serious harm or violence to others, the administration will use the Intruder Emergency Procedure. If possible, the intercom system would be used to alert all staff using the code phrase...**LOCKDOWN**.

Upon hearing the phrase, **LOCKDOWN**, teachers shall immediately lock the entrance to their classroom and keep all students in the room. Teachers shall not be responsible for students who had left the classroom temporarily. Under no circumstances should the door be opened until instructed to do so by the designated administrative official(s) or police. Teachers shall disregard any and all release and emergency bells that sound during the emergency. It is the teachers' responsibility to remain calm and reassure their students.

When employees access buildings **after** school hours and have reason to suspect that an unauthorized person is in the school building, **under no circumstances** are they to confront or attempt to apprehend the intruder. This practice could be dangerous to the employees. If an intruder is detected, the employee will:

1. Immediately leave the building and go to a safe area.
2. Contact the local police department and ask for assistance.
3. Stay in the safe area to report to the police and then follow police instructions.
4. Report the break-in to the maintenance director, and building principal, if applicable.
5. Contact the superintendent of schools if the principal is not available.

This procedure is for the protection of school employees. The intruder may or may not be a child and could prove dangerous.