**School Intruder/Violent Person Procedures:**

**Purpose**

To provide safety procedures to protect the persons and property of ---- School in the event of an intruder, hostage situation or terrorism occurring on school property.

**Crisis Response Team**

This team will consist of ---- .

When the crisis is announced, the team will report to (specific location), unless another location is given.

**Directions for classroom teachers**

Administration will make one of two announcements over the telephone intercom: 1**) Code --- (interior)** or 2) **Code ---- (exterior)**.

1. **Cod ---, Code ---. Please avoid (name area),**

* Make sure doors are locked and closed.
* Do **NOT** pull the shades.
* Check hallways for stray students outside your room and pull them into your room.
* Have all students gather -------. *Stay calm and quiet.*
* Turn up volume on classroom phone and turn cell phones on.
* Take attendance and be prepared to give a report when called.
* Wait for **--------** to give you an all clear.

1. **Code ---, Code ---. Please avoid (name area).**

* **PULL** the shades
* Follow the procedures above for interior threat

1. Students in special classes should -------- and specials teachers should --------.
2. Physical education classes and classes at recess should -----------------------.
3. If a class is outside, the Crisis Response Team will assess the situation and -----------------.
4. The Crisis Response Team will be responsible to see that bathrooms get checked for students.

**Directions for Crisis Response Team:**

1. (Specific person) will:

* Announce the crisis
* Call each room to take attendance. If the phone lines are down, use cell phones.
* Put out call blast to give parents information (if necessary)

1. (Specific Person) will:

* Call 911
* Direct emergency personnel to the intruder location
* Instruct other available staff what to do
* At conclusion, accompany a police officer to give an “all clear.”

3. (Specific person or persons) will:

* Assist ------ with attendance calls
* Check restrooms
* Assist as directed

**Other notes regarding any EXTREMELY DANGEROUS SITUATION:**

In the event of an *extremely dangerous situation*, staff members, *especially those with students in their care*, are given the freedom and expectation to use **their best judgment** as to what they should do with their students. ---------- is the preferred option. ----------- is second best. **Do not wait for directions from the Administrator.**

**A staff member’s best judgment takes preeminence over the lock-down procedure in an extremely dangerous situation!**

***Any communication with the media regarding a school incident is to be handled by the Administrator or the Board Chairman. Any questions directed at staff or students shall be referred to the Administrator or Board Chairman unless prior authorization was received from one of those individuals.***