

Trespasser/Intruder

❑ Staff action:

- Notify the principal and give description and location of the subject
- If possible keep students away from subject

❑ Principal, Team:

- Call 911, Superintendent, District Support Team
- Give description and location of subject
- Determine whether to initiate lockdown procedures
- Attempt to keep subject in full view until police or law enforcement arrives while maintaining a safe distance
- If possible take measures to keep subject away from students and building
- Advise subject that they are trespassing and need to leave the school property

❑ Additional steps for our school/facility (if any):

- _____
- _____
- _____
- _____