

EMERGENCY PLANS/SAFETY DRILLS
(Intruder in the Building)

Intruder in the Building -- An intruder in the building is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes an individual in the building who is unidentifiable as a registered visitor or appears suspicious should notify the principal's office. The principal, or his or her designee, will determine if it is a serious and/or emergency situation.

Procedure

1. The building principal or designee will contact emergency services and the building level crisis team, provide them with any necessary information and inform the superintendent's office of the situation.
2. All teachers will be notified that an emergency situation exists. At that time, teachers should immediately clear the hallways by directing students to the classrooms. All students should be kept inside their classrooms until further notice. All classroom doors should be locked. Teachers and students should move away from doors and windows and remain quiet and seated.
3. All students in gym, cafeteria or courtyard areas will be notified to report to the nearest classroom. All staff should make certain that any stray student is brought into a locked area.
4. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are provided.
5. All individuals should assist law enforcement as directed.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: January 16, 2008

Revised:

Boonville R-I School District, Boonville, Missouri

© 2001, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: EBC-AP6.1B (5/01)