

DANGEROUS/ARMED INTRUDER

IN THE EVENT A DANGEROUS/ARMED INTRUDER ENTERS THE CAMPUS:

1. Staff and students will be notified of the situation by an all call with the phrase ***“The school is now in lockdown”***. If you see a dangerous situation developing and you cannot safely get to your phone, the District has implemented a “911” e-mail address to be used in emergencies. All you have to do is type **911** in the **To** field of your e-mail and this will automatically be sent to selected staff at the District Office and the GPDPS. The District Office will call 911 immediately to alert the Grants Pass Department of Public Safety -someone will also call your school office to make sure the administrator is aware of what is happening. Please include as much information as you can such as what room you are in, is the intruder in your room, can you see the intruder, where you think the intruder is, are there injuries, how severe are the injuries, etc. If possible, stay at your computer so that the District Office can remain in communication with you as long as possible. If the intruder is in your room you can also take your phone off the hook and push the office extension and just leave the phone receiver on your desk - this way the office can hear what is happening in your room.
2. **If possible, LOCK YOUR CLASSROOM DOOR; you will need to use your judgment in determining if it will put you or someone else in danger to lock the door. The same rationale holds true for closing the blinds. If you feel you need to close the blinds and you can do so safely, go ahead.** Students are to be moved quickly and quietly to an area within the classroom that will remove them from the intruder’s line of vision. **If the intruder has already entered your room, be as cooperative as possible and try to remain calm.**
3. Place a green placard in the window of the door if have evacuated the building. Place a yellow placard if everyone in your room is accounted for and O.K. Place a red placard in the window if you need help. If you don’t have a window in your door, place the placard in a window that would be visible to emergency responders. If you don’t have a window, slide the card under the door. If there is no placard visible anywhere, the authorities will assume that there is a possibility the intruder is in your room.
4. Students caught in the building hallways when the emergency is announced should be instructed to move to the nearest classroom immediately. No-one should try to return to their classroom. If in a restroom facility, staff and students should be instructed to remain there. **DO NOT COME OUT INTO THE HALLWAY TO FIND OUT WHAT IS HAPPENING.** Stay where you are until an administrator has come and told you personally it is O.K. to leave.
5. Students who are approached by a uniformed police officer in a situation like this will need to do **EXACTLY WHAT THE POLICE ASK THEM TO DO and NOT QUESTION, NO-ONE SHOULD USE LANGUAGE LIKE - “WHO ME? I DIDN’T DO ANYTHING” ...ETC...ETC...ETC...**
6. **If the emergency happens during a lunch hour, break, before or after school, students should be instructed to find a staff member as soon as they hear the code. The staff member should then guide the students to the safest area based on their knowledge of the situation. At the high school level, the students will not be as easy to control. Their natural reaction will be to want to “be where the action is”. Students should be encouraged to stay away from the campus until notified that the situation is under control.**
7. A responsible student should be selected in each class who can initiate the above noted procedures in the event the teacher is incapacitated.

NOTE:

In all reality, based on the most recent shootings in schools, no one will have time to do an all-call. Your first knowledge of the situation will occur when you hear shots being fired or when a student comes into your class frantically talking about what is happening. If either of these happens, initiate lock-down as stated above and call the office. Your best defense is your common sense and ability to stay calm. The most important advice that can be given is to follow your instincts and do whatever it takes to keep safe.