Foley Public Schools Adopted by the Board: 03-26-2018

810 INTRUDER PROCEDURES

An intruder is defined as:

a. Any visitor who demonstrated threatening or disruptive behavior, i.e. behavior that interrupts normal school operations or school activities; behavior that interrupts the peace and good order of the school or school sponsored activities.
b. Any visitor who has not checked in at the office (wearing a visitor's badge), refused to be identified, and/or refused to leave school property.

Possible Intruders

Signs will be posted at all doors reminding visitors to report to the office prior to visiting other areas of the building. All visitors to any of the school buildings are required to check in at the building office and display a visitor badge. In order to keep possible intruders from entering the building, each school will establish LOCK DOWN procedures.

An Intruder in the Building

Teachers will be alert to any intruder and notify the main office immediately regarding any suspicious or threatening behavior. Office personnel will determine if notification of local law enforcement is appropriate.

Each teacher will post a list of emergency extensions on his/her classroom phone. The list will include the main office, health services, custodian, and an adjacent teacher. Students should be advised to call for help in case of emergency.

In case a situation is determined to be dangerous, an all-school announcement will be made stating that "There is an intruder in the building. Teachers should take appropriate measures."

> *"Appropriate measures" means that teachers will lock their classroom doors, remain with students in the classroom and calmly move students from view of the classroom door. They will remain there until an all clear announcement is made."*

Lock Down

With a few, carefully identified exceptions, all exit doors at each school site will be locked during the school day. Specific staff members will be assigned responsibility for locking any unlocked exit doors should be a LOCK DOWN be necessary.

Immediately upon notification of a possible intruder, local law enforcement will be notified by office personnel.

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