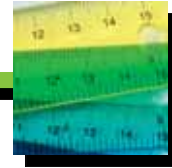


Checklist for a Crisis Involving an Intruder on Campus



A campus intruder is defined as an individual who loiters or creates disturbances on school property. An “intruder” may be known, as in the case of a parent/guardian or neighbor, or may be a stranger. If an intruder is found on campus:

- Assess the situation and if it appears safe to approach the intruder, greet the individual in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask the intruder for identification.
- Ask them what his/her purpose is for being on campus.
- Advise the intruder of trespassing laws.
- Ask the intruder to leave the campus or invite him/her to accompany you to the office if further discussion appears warranted.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of leaving the premises voluntarily, call 911 and provide a description and location of the intruder. Notify staff to lock down.

If an intruder appears on school grounds during recess or lunch:

- Outdoor supervisors should immediately notify the School Administrator and guide all students to nearby buildings.
- Lock all doors and windows.
- Wait for further instructions from school officials or SFPD.

In the event the intruder is inside a classroom:

- Staff should take a leadership role and perform the following actions:
 - Remain calm, reassure, and quiet others (students/staff).
 - Remember staff actions will influence others.
- Staff should attempt to actively diffuse the situation:
 - Attempt to move students away from the perpetrator.
 - If deemed safe to do so, staff should approach the perpetrator in a calm, nonconfrontational manner and ask him/her to leave the campus.