

INTRUDERS IN THE SCHOOL

An intruder is defined as a person who has entered the school building unlawfully. Unlawful entry is defined as not coming to the school office and registering as a visitor to the school before visiting any other area of the school building.

In the event of a verified intruder, the following procedures shall take place.

- The announcement “Activate Lock Down Procedures” will occur.
- Staff will activate lock down plan and await instruction from the Incident Commander.
- The building administrator shall be responsible for accounting of all students and staff.
- All school employees shall follow instructions given by fire, police, and rescue personnel.

Students will be released only according to student release procedures outlined in Policy JHC, *Student Release before the End of the School Day*.

Legal References:

RSA193-D, *Safe School Zones*

RSA 193:13, *Pupils; Suspension and Expulsion of Pupils*

Policy JICD, *Student Conduct, Discipline, and Due Process*

Policy JHC, *Student Release before the End of the School Day*

Emergency Management Plan of the School District

Adopted 2004

