



SCHOOL DISTRICT NO. 64

**PROCEDURE 3056
Unwelcome Visitor/Intruder**

*“Inspire learners, Integrate sustainability,
Involve community”*

Section: Health and Safety

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

1. In the interest of safety for students and employees and of security for school district property, the School District No. 64 Board of Education expects that:
 - a. all persons arriving at the school during the school day, other than students and employees, will make their presence in the school known by reporting to the school general office;
 - b. that schools will post signage making this expectation clear to such persons.
2. Persons who are deemed to be on school board property without a legitimate purpose, or deemed to disrupt the school proceedings and/or present a threat to the safety of its occupants or material contents:
 - a. may be asked to leave, before the RCMP are called.
 - b. may be directed to leave according to provisions in Section 177 of the School Act, and advised that the RCMP will be called, if they don't.
3. Further to 2 b),
 - a. A staff member who encounters an unwelcome visitor should notify the administration. Only if the statutory officer of the Board or his designate is unavailable should the staff member direct the visitor to leave. A witness should be present.
 - b. the RCMP should be contacted if the administrator determines this is necessary (e.g. the person refuses to leave after being directed to do so or if there is reason to be concerned about a threat from the individual);
 - c. the immediate supervisor of the person issuing the order should be informed of the situation, as soon as practicable.

4. Where an unwelcome visitor refuses to leave and/or presents an obvious threat to the safety and well-being of the school occupants, schools will follow these general guidelines:
 - a. determine the location, description and any other information about the intruder.
 - b. initiate “Intruder Alert/Lockdown” procedure if there is potential risk to staff and students.
 - c. advise the main office of the incident and its location, and where in the building incident ‘first responders’ will be.
 - d. do not approach the intruder alone.
 - e. approach in a non-confrontational manner and assess the situation / intruder.
 - f. maintain a safe distance.
 - g. identify yourself and ask why the intruder is there.
 - h. ensure that you do not block the intruder's exit, and identify an exit for yourself.
 - i. ask the intruder to accompany you to the main office, explaining the safety concerns.
 - j. if the intruder refuses to cooperate, direct the intruder to leave the school site.
 - k. if the intruder refuses to leave, instruct staff to immediately call 911 for police.
 - l. if possible provide the following information to 911:
 - i. Location of the intruder in building;
 - ii. a physical description of the intruder, and his/her name, if known;
 - iii. The best entrance to school for police (if possible, they will want to enter the school at a point unobservable by intruder); and,
 - iv. The physical description of individual who will, if possible, met police at the entrance point.
 - m. avoid further confrontation.
 - n. if safe to do so, monitor the intruder from a safe distance, at a location unobservable by the intruder.
 - o. be prepared to call for an ambulance, if one is needed.
5. Intruder Alert/Lockdown procedures, will involve the following steps, modified to suit local circumstances:

- a. instruct general office staff to announce over the P.A. system: "Lock Down - All staff and students report to the nearest classroom. All staff and students must remain in their classroom with the doors secured until further notice".
 - b. turn off the bell system if possible.
 - c. if possible, ensure contact with:
 - i. all P.E., music and technology classes, and anyone known to not be in their normal locations;
 - ii. itinerant and part-time staff, volunteers, and any others scheduled to arrive at the school, and advise them to stay clear of the building, or area in question.
 - d. get all students into the classroom without delay and tell them to be silent
 - e. turn off all sources of light and noise.
 - f. close and lock doors to classrooms.
 - g. close blinds/drapes and cover classroom door windows, if possible.
 - h. staying away from doors and windows, move students to the best concealed area of the room
 - i. remain in Lockdown until the general office announces an "all clear."
 - j. notify the superintendent of schools.
 - k. document the incident.
 - l. refer any and all media inquiries to the Superintendent of Schools.
6. Schools will practice Intruder Alert/Lockdown procedures, as part of their overall emergency management and response strategy, as detailed in the School Emergency Plan.

References:

- School Act, s. 177
- BC Ministry of Education. Responding to Critical Incidents: A Resource Guide for Schools
- Policies 203, 205, 3056