Hostile Intruder/Threatening Weapon Possession Procedures

Who is a Hostile Intruder?
Persons entering school, apprehending a school occupant, and/or threatening violence.

What should be done?

Security or Administrative Staff Responsibilities:
- Verify/assess the situation.
- Immediately announce “Lock Down” over the intercom.
- Call 911 and Campus Resource Officer. Be prepared to relay the following information:
  1. Where in the building is the event occurring?
  2. How many are involved (perpetrators and hostages)?
  3. What demands, if any have been made?
  4. Is anyone injured?
- Call the Chancellor at 416-2700.
- Obtain the Critical Incident Response Kit. Await arrival of the emergency responders and provide assistance as needed.
- Once incident is stabilized account for students and staff.
- Debrief CERT Team and Staff.

What should be done?

Faculty and Staff Responsibilities:
If a weapon has been seen or suspicious/violent behavior causes concern, contact the administrator’s office immediately and report your observations.

If a “Lock Down” is announced, do the following:
1. Students report to nearest available classroom.
2. Teachers immediately lock doors and windows, turn off lights.
3. Display Red or Green card to communicate with emergency responders.
4. Keep all students and employees away from doors and windows. It is preferable to seat students against an interior wall.
5. Keep students quiet and take attendance.
6. Await further instructions from the administrator.
7. If directed to leave your classroom, take your class record book with you, if possible.
8. Do not attempt to contact the office unless you have pertinent information or require medical attention.