

*EMERGENCY RESPONSE PROTOCOL*

## Threat Management

Depending on Assistance Needed, Call:	
Police, Fire, and EMS Emergency	911
Security	
EST Manager	
Other	

### *Trespasser/Intruder*

#### **Situation Description**

To maintain a safe, secure, and orderly school environment, it is essential to establish a system with requirements for everyone entering the school building to register and identify themselves. Any trespassers or intruders need to be managed as described below.

#### **Procedures**

- Notify the principal and give a detailed description and location of the subject.
- Attempt to obtain an identification of the subject.
- Advise subjects that they are trespassing and need to leave the premises.
- Call 911.
- Keep subject in view until law enforcement arrives.
- Take measures to keep subject away from students and, if possible, the building.
- Determine whether to initiate Lockdown procedures.
- The principal or designee needs to ensure the following:
  - Request verification of trespasser/intruder’s identification.
  - Issue trespassing letter to intruder in presence of officer. (Sample on following page.)
  - Request an official report of all events.
  - Share information on the intruder with security and staff.

## *Sample Trespassing Letter*

[Your School Letterhead]

### MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: **Barring Notice**

As provided in Superintendent's of Schools Directive number 260.1–Procedure for School Visitors and any applicable provision in the District of Columbia code, your privilege to enter the premises of the \_\_\_\_\_ is revoked.

Specifically, your actions on \_\_\_\_\_ were the grounds for this administrative decision.

This memorandum constitutes your official notice. Any failure on your part to adhere to this order may be grounds for your arrest and prosecution for unlawful entry on property.

If there is need for you to correspond with personnel at \_\_\_\_\_, request for same should be directed through the appropriate Instructional Superintendent or the Director of Human Resources.

If you have any questions or concerns regarding this barring notice, contact the Office of School Security \_\_\_\_\_ for assistance.

Cc: Instructional Superintendent  
Office of General Counsel  
Office of Human Resources  
Office of School Security