

## **SCHOOL DISTRICT OF MAYVILLE**

### ADMINISTRATIVE DIRECTIVE 723(3)

#### EMERGENCY PROCEDURE FOR DEALING WITH DANGEROUS INTRUDERS

After recent happenings, it has become clear that any school no matter where it is located may be subject to a violent act by an intruder. This is meant to prepare school staff for stopping this type of event from happening, and should outline the procedure to be followed should a violent act occur.

##### 1. Preventing a Dangerous Intruder from Being in the Building

- a. For the safety of District staff and students, doors in all of the school buildings of the School District of Mayville are to remain locked at all times, with the exception of specific doors that are to remain open for ingress and egress into the schools during the school day.
- b. Signs are to be posted on all closed doors indicating that they are closed for this reason, and that visitors are instructed to enter through the main entrance.
- c. Signs shall be posted in significant areas asking persons who enter the building during the school day to first and immediately report to the school office. Once having reported to the office, a notation shall be made of who the visitor is and what their purpose for being in the building is. The visitor shall also be given a form of identification, signifying them as a visitor.
- d. Once the visitor has completed his/her business, he/she is asked to return to the office so the office personnel is aware that he/she has left the building.
- e. All staff members are requested to assist in the identification of visitors by being observant for the wearing of a school badge. If the person does not have a school badge, the District asks that the staff member observing this make contact with the visitor by inquiring if there is something they can do to assist them, and then directing that person to the school office for the proper procedures. The staff member encountering the visitor should also accompany that person to the school office if they have any concerns.

On a regular basis, the District has many persons within the buildings that have ongoing business. These could be Cooperative Educational Service Agency (CESA) staff, repair men, regular volunteers, etc. Frequent visitors should still report to the office to sign in and out.

##### 2. Dealing with a Dangerous Intruder in the Building

It is hopeful that by following the procedures listed above, the District can remain free of any tragic incident, however, there is no guarantee that this would happen. In the event that an intruder does make his/her way into the building with weapons or intent to commit bodily harm, the following procedures will be implemented:

- a. The principal or the office staff shall immediately call the Mayville Police Department.
- b. The principal and a pre-determined staff member shall make attempts to detain, through conversation, the intruder until the arrival of the police. If it is not possible or it is unsafe for them to do so, they should continue to observe the intruder to mark his/her whereabouts in the building.
- c. A code word shall be established between the building office personnel and all personnel in the building, such as "lock down event." This should signify to all staff members that there is an emergency situation involving an intruder. The office staff shall immediately put out an all call of the code word, i.e. "lock down event." This should be repeated several times.
- d. Once staff members have heard the code word they should immediately restrict their students to their classroom, lock and secure all doors so no one may enter or leave their classroom.
- e. Teachers within the classroom should move the students away from any door or window areas, preferably in an area surrounded by solid wall, to both visually and structurally provide a barrier between the intruder and the students.
- f. Once the police have arrived, the principal or office Staff shall direct them to the appropriate area of the building so the intruder may be removed or subdued.
- g. Once the intruder has been subdued and the building proclaimed safe by the police, an all clear will be announced, indicating that the situation is over and that staff and students may return to normal duties.
- h. The principal shall then appoint staff and students of the situation and explain what procedure will be followed.
- i. Should there be a need for counseling, the procedures outlined in the directive concerning student death or suicide shall be followed.
- j. The District Administrator shall serve as the information coordinator for any event involving an intruder. All communications with news media shall flow through him/her.