

PROCEDURE – ENTRY INTENDING TO HARM

1. Each school will post and reinforce the practice of requiring visitors to the schools to sign into the Principal's office. Staff is encouraged to politely question any stranger about his/her reason to be in the school.
2. Each school will have an Intruder Alert Plan. The plan will include the tasks which need to be performed and whose responsibility it is to perform those tasks.
3. Students and staff will be instructed to get out of corridors. Classroom doors which can be locked should be.

When students are at recess or in the lunchroom, the supervisor on duty will determine whether students should remain where they are or move to another location, such as a classroom. The schools will periodically practice this procedure.

4. The Principal or a member of the school office staff will call the police and the Central Office.
5. If anyone has been harmed or hurt, the Principal or a member of the school office staff will ensure that an ambulance has been called.