

Where Children Soar

Cascade Heights Public Charter School

Standard Practice: Violent Trespasser Response/Lock Down Plan

1. RECOGNIZING A THREAT

- a. Recognition of trespasser(s) or possible trespasser(s) in the area.
 1. High probability that violent trespasser will be an adult male.
 2. Some probability that trespasser will be at scene on one or more occasions prior to a violent act.
 3. School staff should identify areas where such a person might be located before a violent act is commenced.

The most probable area of surveillance by a trespasser would be in the wetlands, in the park, in the back parking area, but easily within viewing distance of the school and recess areas.

- b. Any suspicious person would be anyone unknown to the staff who acts in a manner to give rise to questions about his/her purpose for being in proximity or on school grounds.
 1. A suspicious person would be anyone unknown to the staff who acts in a manner to give rise to questions about his/her purpose for being in proximity to school grounds.
 2. If possible to do so without discovery, a designated staff member should take a photograph of the unidentified party to be maintained with date and time and later provided to authorities.
 - a. If unidentified party has a car, a photograph, description and license number should be obtained.
 - b. A written description of the individual should be retained.

2. DEALING WITH A SUSPICIOUS PERSON

- a. School staff should not-approach suspicious persons off campus.
- b. School officials (administrators, teaching staff, custodial staff, volunteers) should approach any unidentified visitor who enters onto the school grounds or school buildings.
 - 1. Approach should be friendly and courteous, asking the person if you can help them or direct them to a specific location.
 - 2. If the trespasser's business appears unclear, the staff member should direct the person to the main office, and offer to accompany them to show them the way.
 - 3. If they are unwilling to go to the office, politely request that they leave the premises.
 - 4. Under no circumstances should the staff member touch the trespasser or otherwise try to force them off the school grounds.
- c. If trespasser resists going to the office, and/or appears to be lingering near or on the school grounds, the staff member should immediately report the contact to the main office and request any other available staff member to keep the trespasser in sight from a discreet distance.
- d. The administrator or designee present will act upon information given to him/her by the confronting staff member and determine if further administrative contact with the individual is in order or an immediate call to the police (911).

END OF POLICY
