

Intruder

If you are the first to encounter an unauthorized person in your hallway or classroom:

- In a polite manner, ask the person if you may be of assistance
- If there is no legitimate or obvious reason for the person to be in your area, escort them to the office for a pass
- Notify the office of your encounter, giving a description of the person and the time and location of the encounter
- Follow your campus lock-down or shelter in place procedure when you hear the instructions from your campus administrators
- Bring ALL students in hallways or common areas into your classroom
- Lock your door
- Cover all windows or close the blinds
- Cover your door window

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