

Sample Checklist for Intruder or Trespasser

All visitors to a building are required to register at the office. Visitors should be issued an ID badge. Staff should approach any person without a badge and send them to the office. Notify the office immediately if the person refuses to go to the office.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Procedures for an intruder situation:	
Determine whereabouts of the intruder.	
Isolate intruder from rest of building and students.	
Attempt to determine the identity of the intruder and his/her purpose.	
Inform intruder of the offense being committed.	
If the intruder refuses to leave or return to the office, call 911.	
If the intruder has a weapon, initiate lockdown procedures and call 911 immediately.	
Provide law enforcement with situation information and an accurate description of the intruder.	
Notify Superintendent's Office.	
If needed, school mental health staff activated to provide counseling for students and staff.	
Complete and submit police information for charges.	
Document situation as fully as possible for future court case.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Review and update building security procedures.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	