

**INTRUDER/WEAPONS –
Situation Inside**
(Priority 1)

STEPS OF ACTION:

TEACHER/STAFF:

NOTIFY office if possible.

LOCK classroom door.

CLOSE blinds/windows (use of red/green cards for windows).

MOVE students away from windows.

DROP to the floor – stay low.

DO NOT APPROACH.

DO NOT ATTEMPT TO

CONFISCATE WEAPON.

COMMUNICATE AND COOPERATE.

OFFICE:

NOTIFY 911 and Liaison Officer.

ACTIVATE BERT – Lockdown
Situation Outside/Inside.

**INTRUDER/WEAPONS –
Situation Outside**
(Priority 1)

STEPS OF ACTION:

TEACHER/STAFF:

NOTIFY office.

LOCK classroom door.

CLOSE blinds/windows (use of red/green cards for windows).

MOVE students away from windows.

DROP to the floor – stay low.

OFFICE:

NOTIFY 911 and Liaison Officer.

ACTIVATE BERT – Lockdown
Situation Outside.