

## **ENTRY INTENDING TO HARM PROCEDURES**

1. During school hours, all exterior doors will be locked with the exception of the High School front doors. Visitors to our schools will be provided access by the main office using an electronic entry system.
2. In the event there is a situation, each school will post and reinforce the practice of requiring visitors to the school to sign in at the front office. Staff is encouraged to politely question any stranger about his/her reason to be in the school.
3. In the event there is a situation, each school will follow the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) protocol. Staff and students will be empowered to evacuate, barricade or utilize a series of steps associated with this protocol.
4. In the event there is a situation, 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.

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

REFERENCE: Buildings and Grounds Security Policy, File: ECA

Revised 10/20/16