Intruder

Critical Information
An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the “I CAN” rule.

In the event an unauthorized person enters school property (intruder):

**Staff**
- Politely greet the subject and identify yourself
- Consider asking another staff person to accompany you before approaching the subject
- Inform the subject that all visitors must register at the reception area
  - Ask the subject the purpose of his or her visit
  - If possible, attempt to identify the individual and vehicle
  - Escort the subject to the reception area
- If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building
  - Attempt to maintain visual contact with the intruder until assistance arrives
  - If possible keep students away from the intruder
  - Take note of the subject name, clothing and other descriptors
  - Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
- Back away from the subject if he or she indicates a potential for violence
- Allow an avenue of escape for both the intruder and yourself

**Building Administration**
- Respond to call for assistance from staff
- Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
- If the subject refuses or his or her purpose is not legitimate,
  - Consider initiating Lockdown with Intruder procedures
  - Call 911 and notify law enforcement
- Advise law enforcement of the intruder’s location and provide a full description
- Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance
- Provide all staff with a full description of the intruder
  - Notify district administration
  - Document all actions taken by staff

*Minnesota State statute 609.605 subd.4 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.*