



Title: Intruder
Policy #: 21
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	10/22/13	S. TRAKEL	ESTABLISH PLAN IN THE EVENT OF AN INTRUDER IN THE BUILDING

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to everyone in the building.

3 Policy

In the event that an intruder enters the facility, a lockdown procedure will be followed to ensure the safety of everyone in the building.

4 Procedure

The following procedure needs to be followed when an intruder enters the facility:

1. If someone feels threatened, they will push a panic alarm, indiscreetly if possible.
 - a. Panic button locations are as follows:
 - i. Under the front desk of the church office
 - ii. On the TGP lead staff person for the day
 - iii. On the Preschool/4K teacher
 - iv. On the Childcare lead teacher
 - b. If a panic button is not easily accessible, a fire alarm can be pulled as a last resort
2. Our monitoring company will immediately call the police to respond. If the fire alarm is pulled, they will call the fire department as well.

3. The monitoring company will then contact the Church Office to notify us that an alarm has been pulled and which alarm was triggered. If the phone is not answered, they will work their way down a call list.
4. Whoever receives the call will send a building wide page “**Emergency (in _____), evacuate immediately**” (if location of intruder is know, indicate that).
5. When the page is heard, all areas need to go into an immediate lockdown as follows:
 - a. If you are not near the area announced, go to the nearest exit and get out of the building. Be cautious of your surroundings as you evacuate.
 - b. If you are near the area announced but near an exit, observe your surroundings and quickly evacuate the building if you believe it is safe to do so.
 - c. If you are able to exit the building, please go to the east side of the parking lot and meet on the east side of the exterior garage, so that you can no longer see the church. If you are near the west parking lot, go behind the neighbor’s garage, past the dumpsters. Wait here for further instructions to ensure everyone is accounted for. Do not allow people to leave the area or disperse to other areas, unless there are additional dangers, until given permission by first responders. *NOTE: Family members may hear of the incident and come to get their family member, they must stay until permission is given by first responders.*
 - d. If you are in the area of danger, go into the nearest room and lock the door if it locks. If possible, move anything large in front of the door. Stay out of the view of the window in the door. If possible, exit through a window. Otherwise remain as quiet as possible and hide if possible. Remain quiet and in lockdown until further instructions are given to you by either the police or church staff.
 - e. If you come face to face with a dangerous situation, you need to personally asses the threat and decide what course of action is best (fight or flight). Make that decision based on what you are experiencing and commit to it.
 - f. Staff need to take any visitors in the building with them as they exit or hide. ECC teachers are responsible for their students and the TGP staff and volunteers are responsible for their participants.

5 Forms

None