

Delgado
COMMUNITY COLLEGE
EMERGENCY PLAN
for
INTRUDER

Intruder — an unauthorized person who enters college property:

- Politely greet the intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify Campus Police Department at 504-671-6112, for non emergency.

If intruder refuses to leave:

- Call 911 for local police department response.
- Notify Campus Police Department at 504-671-6111 for emergency response, if intruder refuses to leave. Give law enforcement full description of the intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in college building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive and more effective than conducting a building-wide search later.

Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at college, use the "I CAN" rule.

Intercept

Contact

Ask

Notify