

GREAT FUTURES START **HERE.**



Intruder or Suspicious Person Safety Drill Training

An intruder/suspicious person is someone who is unknown to the Boys & Girls Club environment and whose presence at the facility is uninvited and unwelcomed. An intruder/suspicious person represents the potential to jeopardize the safety of staff and members.

Procedure:

- The Local Club Leadership Team should be notified immediately when an intruder/suspicious person is on the Club's property.
- Provide the CEO with as much information as possible regarding the person's description, location and what behavior that person is exhibiting.
- The Local Club Leadership Team will determine if additional law enforcement presence is necessary.
- The Local Club Leadership Team will then determine whether a lockdown is necessary.
 - Examples of situations where heightened state of security/preventative lockdown/lock-in protocol may be initiated: bomb threats, weapons on Club property, a major crime or law enforcement chase near the local Club and civil disturbances that pose a threat to members and staff.
 - Procedure
 - ✓ The Local Club Leadership Team will inform all local Club staff and members that the heightened state of security/preventative lockdown protocol is being implemented by the use of the intercom system, walkie-talkie or other established method of communication. Personnel in areas without intercom/phone/radio capability will be notified by a runner from the Local Club Leadership Team.
 - ✓ If members are not in a room at the time the warning is announced, they should proceed to their assigned meeting place. Local Club leaders (including small group leaders) will lock their doors once the hallways near their rooms are clear of members. If leaders observe imminent danger near their room, they should immediately secure their room and notify a Boys & Girls Club staff member of the danger.
 - ✓ If no imminent danger has been detected, leaders should brief members that the local Club has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Members should be given instructions as appropriate as to what they should do during the lockdown protocol. Local Club staff not assigned to room duties should follow the local Club's procedures for limiting access to their workplace. They should also report any suspicious activity to the main office immediately.
 - ✓ While the lockdown protocol is in effect, leaders should not open room doors unless clearance is obtained from the local Club leadership or local law enforcement.

- ✓ Law enforcement will determine the validity of the threat.

Signature

Date

Witness

Date