

## Task: Conducting an Intruder Drill

Task	Person Responsible	Date to be Completed
1. Activate intruder notification	Staff finding intruder	Ongoing
2. Classroom staff will gather children and move them into the classrooms restroom	Staff	Ongoing
3. Bring cordless phone if so equipped. If no cordless phone is available dial 911 and place handset on counter and leave it	Staff	Ongoing
4. Bolt door	Staff	Ongoing
5. Instruct children to remain very quiet	Staff	Ongoing
6. Call 911	Staff	Ongoing
7. keep children calm and await assistance	Staff	Ongoing
8. Do not open door until given proper code word	Staff	Ongoing