

ESCAPED PRISONER

1. Upon hearing there has been an escaped prisoner, notify the President (ext. 1121) or designee.
2. The president, or designee, will invoke the emergency alert system to notify employees and students of the threatening situation and institute lockdown procedures (using ALICE principles) if necessary.
3. Call 911, explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance if seen on or near campus.
4. Be prepared to act as a resource and liaison between school and police. If possible, have a map of the building available for police.
5. Confer with police when they arrive. They will advise you how they intend to proceed.
6. Keep a written log of events.
7. The president may call an emergency staff meeting to ensure staff members leave with accurate information about the incident and subsequent actions to be taken if necessary.
8. The president, or designee, is the only party authorized to speak to the media about the event.

