**Intruder(s)**

Each Building Secretary will post and enforce the practice of requiring visitors to sign in at the Campus Police Office.

Staff members are encouraged to politely question all strangers about their reasons for being in the building, and to inform them of the visitor policy.

Notify Campus Police of suspicious behavior.

Walk away from the intruder if you think he / she may become violent. Be aware of the intruder's actions at this time. (Please note where he or she is located in the building and whether he or she is carrying a weapon or a package, etc.)

If there is a reason to believe that there is intent to harm a student, teacher, staff member, or any other person, either with or without a weapon, IMMEDIATELY CALL 4911. Please indicate the level of the emergency using the phrase "CODE BLUE." At this time a Reverse Evacuation or Lockdown may be issued.