girl scouts
heart of central
california

Intruder(s)

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
girlscoutshcc.org

1. The event director assumes the responsibility for the safety of event participants. This includes developing a system for knowing who is on site at all times and why they are there.

2. All event participants and visitors need to register at the designated event headquarters when they arrive and leave. A clearly visible name badge or button is to be worn by all participants and visitors so that they are easy to identify.

3. If there is an uninvited intruder, and it appears safe to approach, two event staff members should inquire who the person is and why they are on the site. If the intruder should not be on the site, they should be asked to leave and escorted off the site.

4. If the intruder is an animal that has the potential for harming participants, its presence at the event site needs to be carefully monitored. If the animal does not leave within a short period of time, go to step #5.

5. If it appears to be unsafe to approach the intruder, event staff should -
   - Remove themselves and event participants from danger.
   - From a safe distance, watch where the intruder goes.
   - Notify the event director and provide the director with pertinent information.
   - The event director will activate the crisis plan and notify authorities.

6. Plan for intruders -

   A) What are the procedures for participants and visitors to check in and out of the event?

   _____

   _____

   _____

   B) How will participants and visitors be identified? _____

   _____

   _____

   C) What precautions will be taken to reduce the risk of intruders (both animal and human)?

   _____

   _____

   _____

   D) Who will complete an incident fact sheet? Who receives the completed copy?

   _____

   _____

girl scouts
heart of central
california

Intruder(s)

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
girlscoutshcc.org

Location of Intruder: _____

Approximate Time Last Seen: _____

Gender: M or F **Race (circle):** Black White Hispanic Asian Other: _____

Build (circle): Thin Medium Large **Height:** Short Average Tall

Hair Color (circle): Brown Blond Red White/Gray Bald Other: _____

Clothing Description (circle items that apply and list color of the corresponding item):

Hat _____ Skirt/Dress _____

Jacket _____ Socks _____

Shirt _____ Shoes _____

Shorts _____ Carrying Anything _____

Pants _____ Facial Hair _____

Any weapons seen/mentioned? If yes, what kind? _____

How did subject arrive (circle)? On foot Bicycle Vehicle Other: _____

If in a vehicle, description (circle) Car Truck SUV Motorcycle **Color:** _____

Make: _____ **Model:** _____ **License Plate:** _____

Direction they went when they left? _____

What occurred while they were on scene? _____

_____

_____

_____

_____

Case number provided by law enforcement: _____

Cc: Service Unit Coordinator or Member Support Specialist

#3511 – rev – 4/17 – JS:js