**Procedures for Dealing with Bats**

**Please use the follow steps with dealing with bats:**

1. **No one in your building is to try to capture a bat.** Your role as school administrators is to protect the students and/or staff in your building by isolating the bat if possible. If the bat is on a flat surface like a floor or sidewalk, attempt to place a can, box, bucket, etc. over the bat to keep it from escaping.
2. **The school safety committee should regularly check the school for safety issues including any objects, animals, etc., that may be a safety concern for staff and students.** This is a preventive step that should occur regularly on a monthly basis. Please reference the school safety checklist report that administrators are required to submit monthly and linked on the Safety Checklist. Any concern should directly be reported to the administrator so that proper steps can begin to address the safety concern.
3. In all cases, have someone stay with the batand keep track of it until maintenance arrives.
4. If a bat is spotted in a room or a large area like a gym or auditorium, get all the occupants out of the room and secure the door(s).
5. If a bat is spotted in a hallway, isolate the hallway and tell the students or staff in adjacent rooms to close their doors and stay in the rooms.
6. If a bat is spotted on the outside wall of a building, keep students away.
7. If a bat is spotted outside on the ground, near children, or in entryways, keep students away.
8. Call the **Maintenance and Operations & Logistics Department** to report the incident. Maintenance will come over immediately and remove the bat. The bat will then be turned over to the Rockingham County Health Department.