

(24) WEAPON SITUATION - INCIDENT - FOUND BULLET OR OTHER UNUSUAL
AND DANGEROUS OBJECT

Pre-Plan Action	Immediate Action	Follow-Up Action
* This is primarily a law enforcement ACTION MATTER.	* This is primarily a law enforcement ACTION MATTER.	* Make sure educational environment is not interrupted.
* Pre-plan with the law enforcement jurisdiction at the school site.	* Person who discovers the bullet reports it immediately to the administrator.	* Administrator considers all facts and dispels rumors.
* Parents and students sign drug and weapon policy at registration (Grades K-12/Adult Registration Addendum).	* Move the students from the area or remove the object from the student/staff area if appropriate.	* Brief staff.
* CPI training should be offered to staff members.	* Notify police/School Resource Officer.	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Each day custodians and staff should conduct an early morning survey prior to student arrival to check for hazards.	* Notify District Office of Public Safety.	* Critique event.
* All visitors must check in at front office. Clearly post signs.	* Administrator would investigate circumstances surrounding the object and any witnesses or owners of it.	
* Remind staff to look, listen, and walk the campus for safety.	* Remind students and letter to parents re: weapons on campus.	
* Enforce and remind students about contraband and unauthorized objects.	* Prepare written report of incident.	
* Student/Employees shall report all violations.	* Notify Area Superintendent.	
* Support Appendix #70 - Chain of Command.		
* Support Appendix #71 - Emergency Phone Numbers.		