

(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.   |   |   |