

(26) WEAPON SITUATION - INCIDENT - STUDENT/EMPLOYEE WITH A GUN - DISPLAYED

Pre-Plan Action	Immediate Action	Follow-Up Action
* This is primarily a law enforcement ACTION MATTER.	* This is primarily a law enforcement ACTION MATTER.	* Notify Area Superintendent, Public Information Officer, District Office of Public Safety
* Pre-plan with the law enforcement jurisdiction at the school site.	* Closest adult call 911 immediately.	* Prepare letter home to all parents to dispel rumors, calm fears.
* Parents and students sign drug and weapon policy at registration (Grades K-12/Adult Registration Addendum)	* Give as much information as possible - type of weapon, location of person with gun, name if known, description of person.	* Cooperate with police.
* Establish a lock down code.	* Adult on scene MAY ACT depending on the circumstance:	* Brief staff.
* Post search and seizure information.	- Give loud order to all students to "clear the area now".	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Instruct students on dangers and consequences of weapons.	- Calmly ask person with weapon to "put the gun down".	* Critique incident.
* Establish a "response team" and alternates.	- Keep person in sight and order all other students to safety.	
* School staff and teachers should report threats immediately to the School Resource Officer or local law enforcement.	- Calmly ask person to place the gun on the ground and step back from it.	
* Be aware of and report any employee workplace violence potential.	- The gun may be picked up by an administrator only at their discretion.	
* Student/Employees shall report all violations.	* Two (2) administrators should be on scene.	
* Support Appendix #66 - Children and Family Services (former HRS)/Law Enforcement - Student Interview Procedures (Arrest on Campus)	* If the situation dictates, one secures the weapon/one secures the suspect.	

Pre-Plan Action	Immediate Action	Follow-Up Action
* Support Appendix #70 - Chain of Command.	* WAIT FOR POLICE IF THE PERSON IS VIOLENT - THREATENING - OR THEIR ACTIONS MAY PLACE OTHERS OR YOU IN DANGER.	
* Support Appendix #71 - Emergency Phone Numbers.	* Determine if medical attention is needed.	
* Support Appendix #80 - Sample Letters/Memos and Sample Media Statement.	* Notify parents.	
	* Turn investigation over to local police.	
	* Request assistance from guidance counselors and school crisis team.	
	* Locate and document any witnesses or other parties.	