

(27) WEAPON SITUATION - INCIDENT - STUDENT/EMPLOYEE WITH A GUN - CONCEALED

Pre-Plan Action	Immediate Action	Follow-Up Action
* This is primarily a law enforcement ACTION MATTER.	* This is primarily a law enforcement ACTION MATTER.	* Obtain witness statements as soon as possible.
* Pre-plan with the law enforcement jurisdiction at the school site.	* Have student/employee disclose location and type of weapon.	* Contact Area Superintendent and District Office of Public Safety.
* Parents and students sign drug and weapon policy at registration (Grades K-12/Adult Registration Addendum).	* Call 911.	* Notify District Public Information Officer.
* Develop a mechanism for anonymous reporting by students and others.	* Notify the administrator in charge immediately with: student/employee name, grade, type of weapon, location of weapon, location of student/employee.	* Critique incident and change as needed.
* Student/Employees shall report all violations.	* School-based response team and the police access the situation.	* Prepare written reports.
* Offer classes to students that will enhance "weapon awareness" - DARE, GREAT, etc., may be used.	* STOP - PLAN - ACT	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Post signs regarding search and seizure police.	* Initiate appropriate response to weapon location and parent notification.	* Critique incident.
* Establish a trained "response team" comfortable with securing a weapon.	* Isolate student/employee from others.	

Pre-Plan Action	Immediate Action	Follow-Up Action
* Support Appendix #66 - Children and Family Services (former HRS)/Law Enforcement - Student Interview Procedures (Arrest on Campus).	* If the weapon is taken away from student by the administrator and/or police or if the weapon is in a book bag, on the person of the student, or in some other moveable article, the student should NOT hand WEAPON to staff member. DO NOT ALLOW STUDENT TO TOUCH THE WEAPON. Administrator should attempt to secure the weapon in a safe area so it can be stored safely until police or Public Safety arrive.	
* Support Appendix #70 - Chain of Command.	* Locker or area should be opened by school personnel or law enforcement officer.	
* Support Appendix #71 - Emergency Phone Numbers.	* If a weapon is located by an administrator prior to arrival of police, it should be placed carefully into a box on a towel or cloth and bring it to the office until police arrive.	
* Have plan to follow through with procedures for consequences to include criminal charges.	* DO NOT STICK IT IN YOUR POCKET OR ATTEMPT TO UNLOAD IT, REMOVE A MAGAZINE OR OPEN IT. WAIT FOR POLICE!	
* Support Appendix #80 - Sample Letters/Memos and Sample Media Statement.	* DO NOT CARRY A RECOVERED WEAPON SO IT CAN BE EASILY SEEN BY STUDENTS.	