

(28) WEAPON SITUATION - INCIDENT - DISCHARGE OF FIREARM

Pre-Plan Action	Immediate Action	Follow-Up Action
* This is primarily a law enforcement ACTION MATTER.	* This is primarily a law enforcement ACTION MATTER.	* Prepare written report(s) of incidents.
* Pre-plan with the law enforcement jurisdiction at the school site.	* Call 911.	* Prepare written notification/letter to be sent home to parents.
* Parents and students sign drug and weapon policy at registration (Grades K-12/Adult Registration Addendum).	* Call for an administrator.	* Counsel students as needed.
* Train custodians to be eyes and ears of the school.	* Call for resource officer or local law enforcement.	* Brief staff of incident to dispel erroneous information.
* Have pre-determined school crisis team members and alternates.	* Give as much information as possible - weapon type, injuries, location of incident, name of person with weapon.	* Support Appendix #70 - Chain of Command.
* Stay abreast of gang or violence threats - talk to local police.	* Secure students/employees away from immediate threat.	* Support Appendix #77 - Record Keeping Process and Procedures
* Offer classes from DARE or other officer on weapons to students and staff.	* Determine if medical attention is needed.	* Review incident with school administration and critique overall efforts. Change as needed.
* Establish a "LOCK DOWN" procedure.	* DO NOT provoke person with weapon!	
* Post "search and seizure" information.	* Locate and document witnesses or any other parties.	
* Be aware of and report any employee/student school site violence potential.	* Initiate lock down.	
* Students/Employees shall report all violations.	* Manually override bell for class change or make P.A. announcement.	

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* Support Appendix #66 - Children and Family Services (former HRS)/Law Enforcement - Student Interview Procedures (Arrest on Campus)	* As soon as feasible, separate witness to obtain written statements.	
* Support Appendix #71 - Emergency Phone Numbers.	* Notify Area Superintendent and Public Information Officer.	
* Support Appendix #80 - Sample Letters/Memos and Sample Media Statement Phone Numbers.	* Notify District Office of Public Safety.	