

## Weapons/Armed Person

Follow these procedures whenever a person has a weapon, imply they have a weapon or is holding another person hostage.

- Do not confront the person except under highest-level threat and only as a last resort
- School building moves to a “LOCKDOWN” with a clear message sent throughout the school

### Definition:

The term weapon includes firearms, bombs, double-edged folding instruments, switchblades, blackjack, billy club, taser/stun gun, air/gas propelled guns (e.g. BB, pellet or paintball guns) or any other article carried or possessed for use as a weapon (e.g. tire iron, baseball bat, etc.) for the purpose of assault or defense.

### If a weapon is found:

- Isolate the area
- Do not touch the weapon; local law enforcement will secure the weapon for evidence

### If subject is visible:

- Stay calm and do not approach
- Do not attempt to confiscate the weapon
- Communicate and cooperate with the subject
- Stay calm
- If the subject threatens you with a weapon, follow the subject’s directions
- DO NOT TRY TO BE A HERO

### Teacher/Staff Responsibility:

- If a weapon is observed, follow the above procedures
- Make a list of all occupants in classroom and lock the door
- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention

See also Lockdown Event Aid and Flow chart and Medical Emergency Event Aid and Flow Chart if there are injuries.

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Immediately declare a LOCKDOWN and call 911</li> <li>• Notify SRO if available</li> <li>• Coordinate the actions of the CRT and other internal responders to maintain care of the victim(s) and occupants</li> <li>• Maintain control of the scene from a safe distance</li> <li>• Escort any people in hallways to a safe location</li> <li>• Collect pictures, description or any other information about the suspect and weapon</li> <li>• Assist external responders with Lockdown, Evacuation and emergency procedures</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Report to the IC for initial instructions</li> <li>• Shut down utilities if advised to do so by the IC or law enforcement</li> <li>• Maintain access route for emergency personnel and vehicles</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Report to IC for initial instructions</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>• Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students</li> <li>• Determine if mental health response team is needed to support distressed students</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Respond to the scene</li> <li>• Call for additional support if needed</li> <li>• Assist in securing Lockdown</li> <li>• Diffuse incident/threat if it is still active</li> <li>• Secure scene and keep spectators out of the area</li> <li>• Conduct complete and thorough criminal investigation</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> <li>• Prepare to direct occupants to the Evacuation assembly area</li> <li>• Assist teachers in taking attendance</li> <li>• Missing occupants should be reported to the IC</li> <li>• Prepare the occupants for Reunification or re-entry into the school</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> <li>• Assist in Lockdown</li> </ul>

# WEAPONS/ARMED PERSON - FLOW CHART

