

**WEAPON OBSERVED ON A SCHOOL BUS (not being used)**

- Pull over to a safe area. Consider evacuating the bus. Belongings should be left on the bus.
- Call the Transportation Office and advise them of the incident. Transportation will call 911.
- Verify there is a weapon if it is safe to do so OR wait for law enforcement to arrive.
- Do not touch the weapon to avoid accidental discharge and destruction of latent fingerprints.
- Move students away from where the weapon is located if you have not already asked them to evacuate the bus.
- Consider evacuating the bus if it is the best option.
- Stay calm.
- Cooperate with law enforcement and provide requested information.

**ARMED PERSON ON THE BUS:**

- NOTIFY the transportation radio dispatcher of as much information as possible regarding your situation and location; See also HOSTAGE SITUATION.

**ARMED PERSON SEEN (outside of bus) OR GUNFIRE HEARD**

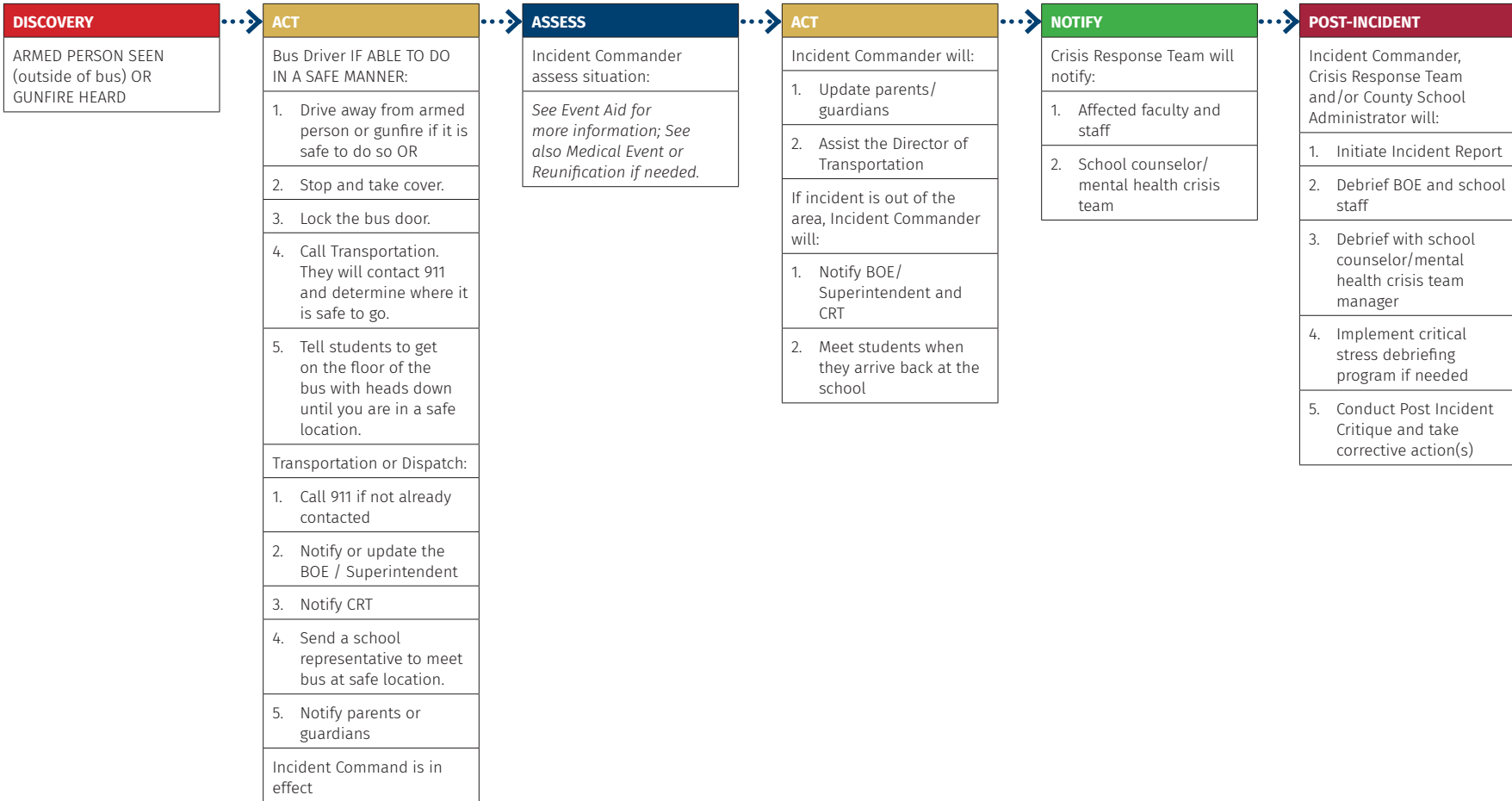
If there is an armed person or gunfire heard in the vicinity of a school bus:

- Drive away from armed person or gunfire if it is safe to do so or stop and take cover.
- Call Transportation. They will contact 911 and determine where it is safe to go.
- Tell students to get on the floor of the bus with heads down until you are in a safe location.
- Lock the bus door.
- Notify Transportation when/where you have reached safety/stopped.

**TRANSPORTATION DEPARTMENT:** The dispatch office should call 911 and notify the Superintendent / Board of Education office and follow procedures in the Crisis Prevention and Response Plan.

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Dispatch a school representative to the scene, if possible</li> <li>• Notify BOE/Superintendent of the incident.</li> <li>• Ensure that parents and guardians are aware of the incident</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Report to the IC for instructions</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Report to the IC for instructions</li> <li>• Provide external emergency responders with any medical information that will assist their assessment of injured riders</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>• Assist with contact of parents, as needed.</li> <li>• Activate Mental Health Response Team to support distressed students and families and to assist with the recovery process</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Respond to the scene if within the incident is local to assist with the response</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to IC for further instructions</li> </ul>

# WEAPON ON BUS/ACTIVE SHOOTER - FLOW CHART



## PERSONS SHOOTING AT OR ON THE SCHOOL BUS

Choose the best option from RUN, HIDE or FIGHT:

### RUN

- If the bus cannot drive away from the danger, EVACUATE as many students as possible from the bus and direct them to move to a position out of sight of the bus, use objects for cover or run in a zig zag manner if it is an open area without cover.
- CLEAR the area of as many students/others as is safely possible.
- Have an escape route and plan in mind for the entire bus route
- Students should leave belongings behind
- Help others escape if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where an active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe.

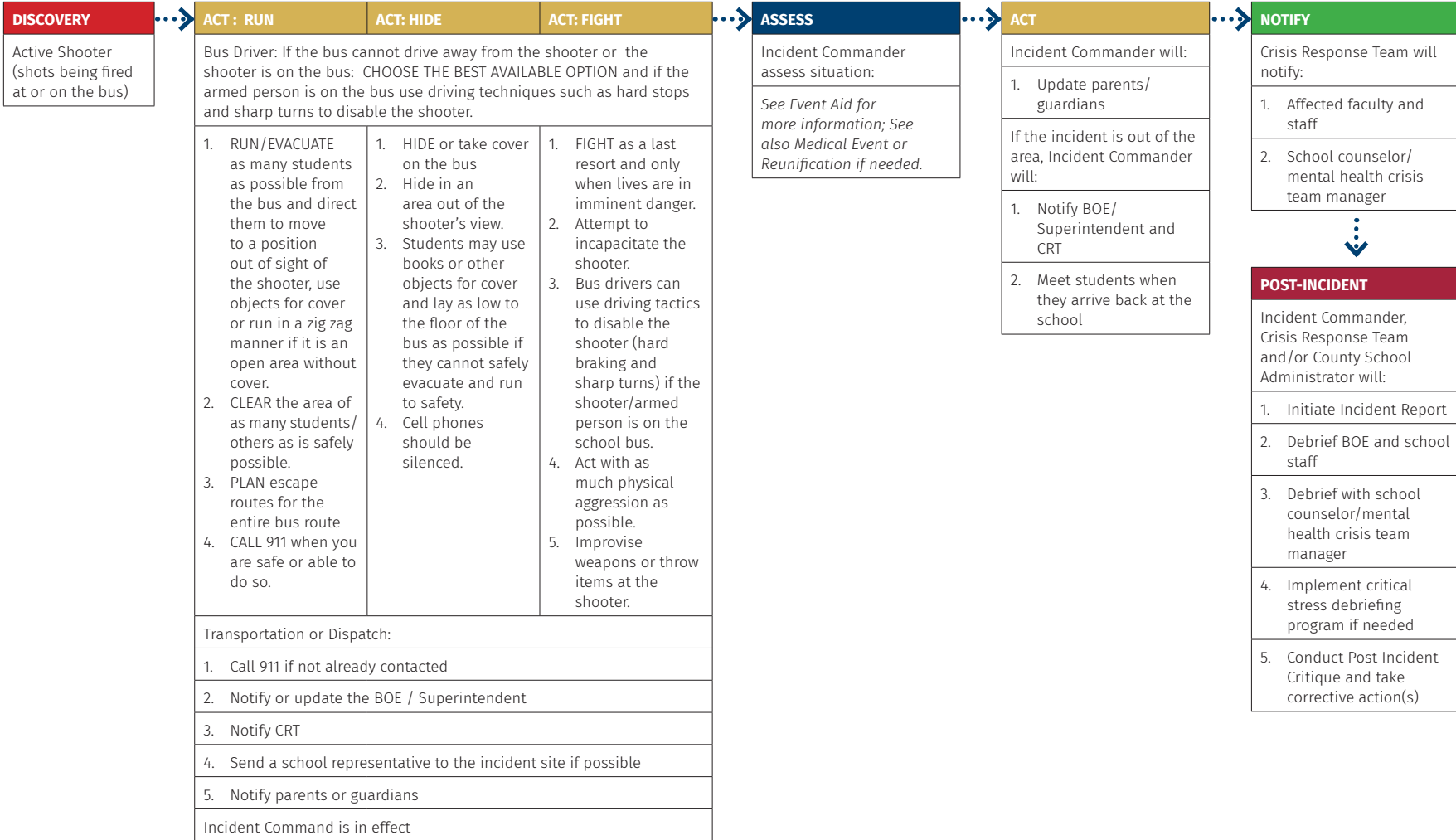
### HIDE (or take cover on the bus)

- Hide in an area out of the shooter's view.
- Students may use books or other objects for cover and lay as low to the floor of the bus as possible if they cannot safely evacuate and run to safety.
- Cell phones should be silenced.

### FIGHT

- As a last resort and only when lives are in imminent danger.
- Attempt to incapacitate the shooter.
- Bus drivers can use driving tactics to disable the shooter (hard braking and sharp turns) if the shooter/armed person is on the school bus.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the shooter.

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## SCHOOL SHOOTING AT A SCHOOL DURING STUDENT DROP OFF

- If you are not yet at the school, do not go.
  - » Avoid the school and take children to a safe location.
  - » Notify Transportation where you are taking the children/bus and when you arrive. Transportation will call 911.
  - » Wait for further instructions.
  - » Attempt to calm and reassure children.
- If you are at the school, but you have not unloaded, try to leave.
  - » Follow instructions for **Armed Person Sighted or Gunfire Heard** OR
  - » Choose from **RUN, HIDE, FIGHT** depending on the circumstances.
- If you are at the school and you have unloaded or are in the process of unloading.
  - » Follow instructions for **Armed Person Sighted or Gunfire Heard** OR
  - » Choose from **RUN, HIDE, FIGHT** depending on the circumstances.
  - » Consider allowing students to enter the bus to take cover and hide from the shooter if it is safe to do so.

## SCHOOL SHOOTING AT SCHOOL DURING STUDENT PICK UP

- If students are on your bus – leave if you are able.
- If your bus is empty – allow students to enter your bus and take cover, if it is safe to do so and – leave if you are able.
- Take roll call/make a list of students that are on your bus when you are in a safe location and notify Transportation.
- Choose from **RUN, HIDE, FIGHT** options if the bus cannot leave for a safe area.
- Call 911 when you are safe or able.

### INFORMATION TO PROVIDE TO 911 OPERATORS

- Location of the active shooter, if known.
- Number of shooters
- Physical description of the shooter(s)
- Number and type of weapons each shooter has
- Number of potential victims at the location

### WHAT TO EXPECT:

The first officers to arrive on the scene will not stop to help the injured. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

### WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow instructions
- Drop any items in your hands (e.g. bags, books, jackets, etc.)
- Raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid quick movements toward the officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

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