# **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.

Incident Commander	<ul> <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>		
Head Custodian	Report to the IC for instructions		
School Nurse	<ul> <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>		
School Counselor	<ul> <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>		
School Resource Officer	Respond to the scene if within the incident is local to assist with the response		
<b>Evacuation Coordinator</b>	Report to the IC to receive initial instructions		
Reunification Coordinator	Report to IC for further instructions		

#### **DISCOVERY**

ARMED PERSON SEEN (outside of bus) OR GUNFIRE HEARD

#### ACT

Bus Driver IF ABLE TO DO IN A SAFE MANNER:

- Drive away from armed person or gunfire if it is safe to do so OR
- 2. Stop and take cover.
- 3. Lock the bus door.
- 4. Call Transportation.
  They will contact 911
  and determine where it is safe to go.
- 5. Tell students to get on the floor of the bus with heads down until you are in a safe location.

Transportation or Dispatch:

- 1. Call 911 if not already contacted
- 2. Notify or update the BOE / Superintendent
- 3. Notify CRT
- 4. Send a school representative to meet bus at safe location.
- 5. Notify parents or guardians

Incident Command is in effect

#### ···> ASSESS

Incident Commander assess situation:

See Event Aid for more information; See also Medical Event or Reunification if needed.

### ACT

Incident Commander will:

- Update parents/
  guardians
- 2. Assist the Director of Transportation

If incident is out of the area, Incident Commander will:

- Notify BOE/
   Superintendent and
   CRT
- 2. Meet students when they arrive back at the school

### •••• NOTIFY

Crisis Response Team will notify:

- Affected faculty and staff
- 2. School counselor/ mental health crisis team

#### POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- 2. Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)

## 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.

Incident Commander	<ul> <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>		
Head Custodian	Report to the IC for instructions		
School Nurse	<ul> <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>		
School Counselor	<ul> <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>		
School Resource Officer	Respond to the scene if within the incident is local to assist with the response		
<b>Evacuation Coordinator</b>	Report to the IC to receive initial instructions		
Reunification Coordinator	Report to IC for further instructions		

DISCOVERY ACT : RUN ACT: H

Active Shooter (shots being fired at or on the bus) Bus Driver: If the bus cannot drive away from the shooter or the shooter is on the bus: CHOOSE THE BEST AVAILABLE OPTION and if the armed person is on the bus use driving techniques such as hard stops

1. RUN/EVACUATE
as many students
as possible from
the bus and direct
them to move
to a position
out of sight of
the shooter, use
objects for cover
or run in a zig zag
manner if it is an
open area without
cover.

and sharp turns to disable the shooter.

- 2. CLEAR the area of as many students/others as is safely possible.
- 3. PLAN escape routes for the entire bus route
- 4. CALL 911 when you are safe or able to do so.

- HIDE or take cover on the bus
   Hide in an
- 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.
4. Cell phones should be silenced.

- FIGHT as a last resort and only when lives are in imminent danger.
- 2. Attempt to incapacitate the shooter.
- 3. 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.
- 4. Act with as much physical aggression as possible.
- 5. Improvise weapons or throw items at the shooter.

Transportation or Dispatch:

- 1. Call 911 if not already contacted
- 2. Notify or update the BOE / Superintendent
- 3. Notify CRT
- 4. Send a school representative to the incident site if possible
- 5. Notify parents or guardians

Incident Command is in effect

#### ASSESS

Incident Commander assess situation:

See Event Aid for more information; See also Medical Event or Reunification if needed.

#### ACT

Incident Commander will:

 Update parents/ guardians

If the incident is out of the area, Incident Commander will:

- Notify BOE/ Superintendent and CRT
- 2. Meet students when they arrive back at the school

#### •••• NOTIFY

Crisis Response Team will notify:

- Affected faculty and staff
- 2. School counselor/ mental health crisis team manager



#### **POST-INCIDENT**

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)

# 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.

Incident Commander .	Dispatch a school representative to the scene, if possible Notify BOE/Superintendent of the incident. Ensure that parents and guardians are aware of the incident		
Head Custodian	Report to the IC for instructions		
School Nurse .	Report to the IC for instructions Provide external emergency responders with any medical information that will assist their assessment of injured riders		
School Counselor	Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students. Assist with contact of parents, as needed. Activate Mental Health Response Team to support distressed students and families and to assist with the recovery process		
School Resource Officer .	Respond to the scene if within the incident is local to assist with the response		
Evacuation Coordinator ·	Report to the IC to receive initial instructions		
Reunification Coordinator ·	Report to IC for further instructions		

DISCOVERY	ACT: RUN	ACT: HIDE	ACT: FIGHT	
Active Shooter at school or destination bus stop, field trip location, sporting event, etc. During student drop off or pick up	Bus Driver: If you are not yet at the location,	Bus Driver: At student DROP OFF	Bus Driver: AT student PICK UP	
	1. Avoid the school and take children to a safe location. 2. Notify Transportation where you are taking the children/bus and when you arrive. Transportation will call 911. 3. Wait for further instructions. 4. Attempt to calm and reassure children.	If you are at the school, but have not unloaded, try to leave.  1. Follow instructions for Armed Person Sighted or Gunfire Heard OR  2. 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.  1. Follow instructions for Armed Person Sighted or Gunfire Heard OR  2. Choose from RUN, HIDE, FIGHT depending on the circumstances.  3. Consider allowing students to enter the bus to take cover and hide from the shooter if it is safe to do so.	1. If students are on your bus – leave if you are able. 2. 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. 3. Take roll call/make a list of students that are on your bus when you are in a safe location and notify Transportation. 4. Choose from RUN, HIDE, FIGHT options if the bus cannot leave for a safe area.	
	Transportation or Dispatch:			
	1. Call 911 if not already contacted			
	2. Notify or update the BOE / Superintendent			
	3. Notify CRT			
	4. Send a school representative to the incident site if possible			
	5. Notify parents or guardians			

Incident Command is in effect

#### • ASSESS

Incident Commander assess situation:

See Event Aid for more information; See also Medical Event or Reunification if needed.

Incident Commander will:

 Update parents/ guardians

ACT

If the incident is out of the area, Incident Commander will:

- Notify BOE/
   Superintendent and
   CRT
- 2. Meet students when they arrive back at the school

### •••• NOTIFY

Crisis Response Team will notify:

- Affected faculty and staff
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#### POST-INCIDENT

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- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)