

Hostage Situation

Students and Staff should follow the RUN, HIDE, FIGHT methods and avoid becoming a HOSTAGE if at all possible. However, should there be a hostage situation, Law Enforcement will determine all responses and the role of the Crisis Response Team will be to support and execute all requests made by them.

Overall Procedures

- If hostage situation is known or suspected, CALL 911
- Notify Crisis Response Team and prepare for possible contingencies of LOCKDOWN, controlled EVACUATION, REUNIFICATION and possible ACTIVE SHOOTER/ARMED ATTACK
- Follow instructions given by Law Enforcement, they take over Incident Command upon arrival.
- Obtain a detailed description of the suspect/hostage taker (physical appearance, clothing type, location, weapon if armed, direction of travel, etc.)
- Identify number of hostages, location and details such as time or motives if known.
- Review/prepare for law enforcement any video surveillance that may provide additional details about the suspect and/or hostages
- Notify the Superintendent/BOE
- Notify Parents/Guardians
- Notify Principals of schools where family members of the SUSPECT OR the HOSTAGES may attend or work

Law Enforcement needs

- Floor plan and schematics of school
- As much information about the SUSPECT as possible
 - » Physical description, age, home address and contact information
 - » Known friends or acquaintances
 - » Family members, including any that may be in the school system (students or staff)
 - » Clergy or pastor, if applicable
 - » Possible motivations
 - » Medical or Mental health issues
- As much information about the HOSTAGES as possible:
 - » Physical description, age, home address and contact information for parent/guardian or emergency contact
 - » Any special needs or medical issues
 - » Family members or other relatives in the school system (students or staff)
 - » Known friends and acquaintances

Administrators may:

- LOCKDOWN the school until law enforcement arrives.
- Support law enforcement as requested
- Allow law enforcement to conduct a controlled EVACUATION as appropriate. Evacuation routes must avoid the line of sight of the location of the incident.
- Allow law enforcement to determine whether students/staff should be evacuated by bus to an off campus location or whether there is a safe site on the campus or near the campus that students/staff can safely walk to.
- Have Crisis Response Team prepare for REUNIFICATION
- Law enforcement Hostage negotiators will make determination of how to best resolve the situation

Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of school personnel with internal and external resources • Ensure the entire school is searched • Notify the missing person's emergency contact • Call 911 and the BOE/Superintendent • Activate the schools CRT
Head Custodian	<ul style="list-style-type: none"> • Assist emergency responders in searching the school
School Nurse	<ul style="list-style-type: none"> • Assist emergency responders in searching the school
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students • Determine if mental health response team is needed to support distressed students
School Resource Officer	<ul style="list-style-type: none"> • Assist emergency responders in searching the school. • Obtain a physical description of the victim and possible suspect(s)
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist emergency responders in searching the school
Reunification Coordinator	<ul style="list-style-type: none"> • Assist emergency responders in searching the school

See also:

Lockdown Event Aid and Flow chart and

Medical Emergency Event Aid and Flow Chart if there are injuries