Hostile Person(s) and/or Weapons on Campus

Code: “Teachers please turn in your RED folders at this time.”

Teachers not directly confronted by a hostile individual

- Inform students that there is a serious situation on campus and that they are not in immediate danger. Instruct them to be quiet and cooperate.
- Lock classroom doors, if possible, and keep students in the room. DO NOT allow restroom passes.
- Move students away from door and windows.
  a. Cover door window with either green or red materials provided.
  b. Green - all occupants accounted for, or no medical needs.
     Red - not all occupants accounted for, or medical needs.
  c. If injuries exist, follow medical emergency procedures.
     NOTE: A window with no coverage on the window will alert police to either the intruder or an unoccupied room. Police will go to those rooms first.
- Wait for further instructions.
- If instructed to evacuate, follow the fire evacuation plan and go to the furthest perimeter of the campus.
- Compile written documentation at a later time.

Teachers directly confronted by a hostile individual

- Seek assistance or contact other school personnel, if possible.
- Remain calm. Protect yourself and your students.
- Instruct students to remain quiet and cooperate.
- Keep talking to the armed intruder in a calm, quiet voice. Do not argue.
- Try to secure release for you and your students.
- Do not attempt to disarm subject. However, if violence occurs or is about to occur, use your best professional judgement as to disarming the subject.
- Follow directions of armed individual.
- Avoid handling evidence.
- Compile written documentation at a later time.