

Weapons

❑ Staff actions:

- If danger exists staff and students should seek immediate shelter
- Notify principal
- Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis

❑ Principal, Team:

- Call 911, Superintendent, District Support Team
- Give location, identity and description of the individual
- Give description and location of weapons
- If weapon is on an individual (but not displayed), isolate the individual
- If weapon is in a locker or in a backpack, prevent access to that area
- If the individual is displaying the weapon:
 1. Remain calm; avoid sudden moves or gestures
 2. Do not attempt to take the weapon from the individual
 3. Using a calm and clear voice instruct the individual that they need to place the weapon down
 4. Use the individual's name while talking to them
 5. Try not to raise your voice—but, if this becomes necessary, do so decisively and with clarity
 6. Determine whether to implement lockdown, evacuation or other procedure

❑ Additional steps for our school/facility (if any):

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- _____
- _____
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