

EMERGENCY RESPONSE PROTOCOL

## Armed Subject

Depending on Assistance Needed, Call:	
Police, Fire, and EMS Emergency	911
Security	
EST Manager	
Other	

### Situation Description

All school and office personnel must be prepared to carry out plans in the event of gunfire or what is called an *active shooter* in the school or on school grounds.

In the unfortunate event that gunfire erupts within a school or on school property, the term *Active Shooter* should be used when notifying the Metropolitan Police Department (911). This allows for appropriate allocation of police resources.

### Procedures

#### *Immediate response—*

- Call 911. Use the term *Active Shooter*.
- Follow Lockdown procedures and Drop and Cover. Implement the School Emergency Response Plan.
- Compartmentalize (contain) the situation to an area if possible; try not to allow situation to go mobile. Do not be a hero.
- Preservation of life is the goal.
- Remain in place and follow police direction.
- Notify security.
- Call EST Manager.
- Contact the Crisis Team.

#### *Detailed response—*

- Take immediate action to protect students and staff by announcing “Lockdown,” following Lockdown procedures over the school’s PA system. If there is no PA system, procedures must be in place that immediately alerts the school population to the danger (alternative communication methods identified in your school plan).
- Notify the MPD (911). Indicate clearly to the police dispatcher that there is an “Active Shooter.” Give the name, location, and telephone number of the school. If the principal has a cell phone, provide the number to the police. The principal must keep the cell phone on and in his/her possession.

- Activate the plan for a Hostage Situation that instructs students and staff (if feasible) to Lockdown and Drop and Cover. When classrooms or offices are used to lockdown, all persons must stay away from windows and doors and remain as quiet as possible. All classroom and office doors should be locked from the inside if possible.
- All persons are to remain in place until they receive instructions from the police.
- Notify security.
- Notify EST Manager.
- When police arrive, they will assume jurisdiction over the event.

***Followup response—***

- Follow Metropolitan Police instructions.
- Be prepared to report as much specific information regarding the event (i.e., number of gunmen, location, number of injured persons, etc).
- Contact the Central Crisis Team.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Website) and submit to the Interagency Team.