

*EMERGENCY RESPONSE PROTOCOL*

## School Disturbances

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

### *Violence, Riots, Sit-Ins, Large-Scale Fights*

#### **Situation Description**

The following information is a guide for school-based personnel in developing, discussing, and disseminating a set of emergency procedures that can be effectively implemented in the event of school disturbances (e.g., violence, sit-ins, riots, large scale fights).

The effective implementation of emergency plans and capabilities for addressing school disturbances relies on preparedness. The entire school community (personnel, students, and parents), must be familiar with the plan, understand their individual roles, and be personally prepared for emergencies. While prudence dictates that we prepare for all eventualities, our focus must always remain on preventive measures.

To maximize student safety and staff efficiency as well as minimize disruption to the normal school program, emergency procedures need to be developed and tailored to the specific needs of the school facility. Procedures need to be updated and reviewed with faculty and staff as necessary.

Faculty and administration should establish rapport with students and provide an open atmosphere to encourage discussion of grievances and problems. The administration and faculty should utilize every opportunity to collaborate with parents and other stakeholders, establishing distinct lines of communication, trust, and partnership, supporting a secure school environment. Also, the administration must be acutely aware of local situations within the school and the community at-large. Circumstances may generate civil disturbances within the school through outsiders moving into student groups and inciting student participation.

#### ***Immediate response—***

- Institute your School Emergency Response Plan and activate SERT. Contact MPD and other law enforcement stakeholders for assistance.
- Document events chronologically as thoroughly as possible. Factual information such as witnesses' names, times of incidents, etc., may be important.

- Notify Communications as quickly as possible for advice, since publicity or notoriety is often an objective of organized demonstrations.
- Avoid verbal and physical confrontation with demonstrators.
- Try to keep all communication channels open with demonstrators or disruptive groups.
- Inform assembled persons of applicable laws and policies which provide that any activity not authorized and/or interfering with normal operation of a public school will not be permitted and may result in suspension.
- Direct disruptive students to return to class and provide them a reasonable amount of time to do so. If students do not go to class, warn them that they may be suspended and will be considered trespassers.
- Call parents if the situation requires removal of the students. Inform parents of arrested students immediately.
- Minimize student exposure to disruption.

## ***Criminal Incidents***

Principals, administrators, managers, and supervisors are responsible for reporting all serious and/or criminal incidents that occur in or within close proximity of their schools or facilities. The incident should be reported via telephone immediately to the MPD (911) and Security.

For purpose of this discussion, serious and/or criminal incidents include but are not limited to:

- Weapon offenses;
- Assaults or threats on anyone;
- Destruction or theft of school property;
- Bomb threats;
- Use and/or possession of narcotics;
- Death;
- Missing persons;
- Gang activity;
- Robbery; and
- Sex offenses, etc.

Disruptive or potentially disruptive actions such as, but not limited to, student boycotts, sit-ins, walkouts, strikes, and/or actions that are not felonious in nature must be immediately reported by telephone to MPD and Security.

Parents of affected students must be notified immediately by the principal or administrator in charge of all serious and/or criminal incidents. After consultation, any decision to inform the community-at-large of the alleged incident must be made jointly by MPD and Communications. This is not a decision to be made solely by the principal acting in concert with the responding police officer.

## *Gang and Cult-Related Violence*

The District of Columbia, like other urban cities, is experiencing acts of crime and violence committed by groups of juveniles and young adults. These groups readily identify themselves as *mobs* or *crews*.

School administrators must immediately report any type of group-related violence or a threat of unrest to MPD and Security. Additional support will be provided by MPD and/or Security (Youth Gang Unit—Operation SAVE, officers, etc.) to gather intelligence, evaluate the level of the threat, and provide a “high visibility” security presence to deter criminal activity. If group-related violence erupts in a school, on the school campus, or in close proximity to a school, the school administrator or designee will immediately:

- Notify the Metropolitan Police at 911.
- Notify Security.
- Initiate immediate action to protect students and staff utilizing the appropriate Universal Emergency Response (i.e., Evacuate or Lockdown).
- Complete appropriate reporting forms.

If there is a need to develop a Gang Prevention and Intervention Plan, contact and work with Security and MPD.