

*EMERGENCY RESPONSE PROTOCOL*

## Threat Management

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

### *Process for Employees/Visitors*

#### Situation Description

The provision of a safe school and workplace is essential to the well-being of students and staff. Threats may originate within the school system or from the outside. Violence, abusive, threatening, harassing, or intimidating acts from employees and/or members of the public will not be tolerated. Violence includes but is not limited to:

- Physical attacks that inflict injury or harm to persons or property;
- Threats of violence either directed or reported by others; and
- Behaviors that cause a reasonable fear or intimidation response in others.

Also, workplace violence may include oral or written statements, gestures, or expressions that communicate a direct or implied threat of harm

The following categories are defined as violations:

- ***Willful disturbance of school activities***—A person may not willfully disturb or otherwise willfully prevent the orderly conduct of the activities, administration, or classes of any institution of elementary, secondary, or higher education.
- ***Molesting or threatening students or school personnel***—A person may not molest or threaten with bodily harm any student, employee, administrator, agent, or any other individual lawfully on the grounds or in the immediate vicinity of any institution of elementary, secondary, or higher education institution.
- ***Carrying or possessing deadly weapon upon school property***—No person (except law enforcement officers in the regular course of their duties and commissioned security guards hired by the school system) shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on any school property.

Individuals who engage in these behaviors will be removed from school property and are subject to disciplinary action (employees) up to and including termination, criminal prosecution, or both. Visitors may be denied access to school grounds and be subject to criminal prosecution.

The *Trespass Statute* also empowers school principals and other designated school officials to deny certain individuals access to school property.

- ***Denial of access to school grounds***—The principal of any public institution of elementary, secondary or higher education—or a person designated in writing by the principal—may deny access to the institution’s buildings or grounds to any person who:
  - Is not a bona fide, currently registered student, staff, or faculty member at the school and does not have lawful business to pursue at the school;
  - Is a bona fide, currently registered student at the school and has been suspended or expelled from the school for the duration of the suspension or expulsion; or
  - Acts in a manner that disrupts or disturbs the normal educational function of the school.

To be consistent throughout the school system, a form letter for instituting the Trespass Statute is found on page 65 of this Section.

### **Procedures**

***Emergency Response Procedures***—A situation is an emergency when:

- An employee suffers physical injury.
- There is an immediate threat of physical harm or property damage.
- There is a weapon present (implied, concealed, or displayed).

***Initial response***—

- Call 911.
- Initiate Site-Based Emergency Safety Plan and determine Appropriate Universal Emergency Response.
- Contact the EST Manager.
- Contact security.
- Follow police direction.

***Followup response***—

- Preserve and maintain evidence and collect appropriate documentation on the incident.
- Provide for communication plan to staff and appropriate others if necessary.
- Provide debriefing, or support services through Employee Assistance Program or Traumatic Loss Team, if necessary.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.

***Nonemergency response procedures***—

- A situation is a nonemergency when an employee is fearful of suffering harm in the workplace, but there is no immediate danger.
- Inform employees that they need to report threats or threatening, abusive, or intimidating behavior.
- Administrator/supervisor will contact the EST Manager.
- After hours, contact security.
- Cooperate with the investigation and provide appropriate documentation.

- Encourage employees who have obtained a restraining or protective order listing school locations to notify their administrator/supervisor.