

*EMERGENCY RESPONSE PROTOCOL*

## Threat Management

Depending on Assistance Needed, Call:	
Office of Student Services	202-442-5101
Security	
Crisis Team	
EST Manager	
Other	

### *Process for Students*

#### **Situation Description**

The following is a guide on responses to verbal or written threats of students toward self, other students, staff, or the school. Often, students make threats of harm in moments of anger, frustration, or when challenged. Administrators, with the help of student support services personnel—particularly school psychologists—must assess threats, which are classified Low, Medium, or High Level. Each Level has specific indicators and responses. Student and staff safety are always paramount.

#### **Procedures**

##### *Immediate response—*

- Administrator learns of verbal or written threat of harm to self, others, or property made by student.
- Call security.
- Administrator immediately determines Level of threat with input from the school counselor, psychologist, social worker, and SRO, where appropriate. The administrator will consult with Student Services and School Social Work Services as needed.

##### *Low Level threat determination—*Threat is:

- Stated in vague or general manner;
- Often reflects anger, frustration, lack of hope, or distrust;
- Does not include a specific target other than self;
- Does not specify concrete steps to carry out threat;
- Developmentally inappropriate or unrealistic; and

- Administrator consults with school counselor, school psychologist, and/or school social worker regarding:
  - Needs of the student;
  - Involvement of the student's parents; and
  - Identification of appropriate referral resources.
- Pupil personnel worker and school nurse are involved as needed.
- Consultation is provided to school staff regarding strategies for managing low level threats.
- Refer student to the Crisis Team as needed.

***Medium Level threat determination***—Threat is:

- Clearly stated, often a function of anger or frustration;
- Uncertain about specific targets of threat;
- Lacking in capacity or resources to act on threat;
- Lacking in concrete steps taken to carry out threat ;
- Suggestive of attention-seeking behavior; and
- Could continue or escalate if not addressed.
- Administrator contacts school counselor, school psychologist, and/or school social worker to meet immediately with the student. Based on the student meeting:
  - Administrator identifies employee to contact student's parents;
  - Identify and offer appropriate referral resources to parents; and
  - Notify parents of intended victims, as appropriate.
- Pupil personnel worker and school nurse are involved as needed.
- Disciplinary actions are determined by the principal.
- Student is referred to the Crisis Team as needed.
- Administrator may consult with Police at 911. Patrol officer may investigate and refer.

***High Level threat determination***—Threat is:

- Clearly stated;
- Targeted to specific individuals or property;
- Identifies behaviors that can realistically be carried out; and
- Implies that concrete steps have been taken to carry out threat.
- Call Police at 911.
- Call security.
- Administrator initiates the following:
  - Student remains under administrative supervision.
  - Administrator contacts EST Manager.
  - Consult police regarding timeframe for notifying parents.
  - Notify parents of student making threat and request their immediate response to the school.
  - Notify parents of the threatened student.
- Administrator contacts school counselor, school psychologist, and/or school social worker to conduct emergency assessment of threat of harm to self, others, or property.

- School counselor, school psychologist, and/or school social worker reviews record, conducts necessary assessment, and consults with administrator regarding the threat of harm to self, others, or property.
- Involve the school psychologist in emergency assessment.
- Offer appropriate referral resources to parents.
- Offer followup support to intended victim(s).
- Involve school nurse, as needed.
- Principal determines disciplinary actions.  
Refer student to the Crisis Team, as appropriate.