

EMERGENCY RESPONSE PROTOCOL

Weapons

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

Situation Description

Weapons are not permitted on school grounds. Weapons are any item that can inflict bodily harm such as a rifle or gun (loaded or unloaded, operable or inoperable), switchblade knife, hunting knife, star knife, razors including straight or retractable razor, nunchaku, spiked glove, spiked wrist band, or any mace derivative, tear-gas device, or pepper spray product. Students bring weapons for a variety of reasons. All reports of weapons are to be taken seriously and handled by administrators with police support.

Procedures

Immediate response—

- If immediate danger exists or for firearms, call 911.
- Notify administrator.
- Notify security.
- Initiate School Emergency Response Plan and Team and determine appropriate Universal Emergency Response.
- Remove students and staff away from the area around student with weapon or area where weapon is thought to be stored.
If individual has the weapon visible or displayed:
 - Remain calm; avoid sudden moves or gestures.
 - Try to remove all other staff/students from the area.
 - Do not attempt to take the weapon from the individual.
 - Using a calm and clear voice, instruct the individual that he or she needs to place the weapon on the ground.
 - Use the individual's name while talking to him or her.
 - Try not to raise your voice—but, if this becomes necessary, do so decisively and with clarity.
- If information is received that a weapon is on an individual:
 - Do not approach or confront person suspected of having a weapon in a classroom or crowded area.

- Call 911 when assistance is needed (required for all firearms).
- Make every effort to keep your eyes on person suspected of having a weapon until the police arrive. It is best to have the police officer at the school prior to confronting the person suspected of having a weapon.
- If possible, remove individual from vicinity of other persons.
- If weapon is in a locker or in a backpack:
 - Prevent access.
 - Call 911 when assistance is needed by administration (required for all firearms).
 - Administrators and police together will determine on whom and how the search will be conducted.
 - 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.

Followup response—Appropriate disciplinary actions are to be taken which include suspension and possible expulsion.

Firearms Found on School Property

Situation Description

In the event firearms (gun, rifle, shotgun) or what is believed to be a firearm is found on school property, personnel are directed to immediately report this to the principal/administrator, who should immediately call the MPD at 911 and security.

Procedures

If possible, secure the firearm and cordon off the area to prevent students and/or other unauthorized persons from entering the area. Unless extreme circumstances are present that would warrant immediate action, personnel should not tamper with or move the firearm. Handling of the firearm or suspected firearm should be reserved for responding police officers.

If personnel are required to handle the firearm, it should be done with extreme caution. If you believe that you must handle the weapon, the following are recommended:

- Always assume that the firearm is loaded.
- Pick up the weapon by its handle or stock.
- Under no circumstances are you to place your finger or thumb on the trigger of the firearm.
- Point the firearm toward the ground. Never point the firearm at yourself or others.
- Secure the firearms immediately (i.e., obtain a trash can or cover and place it over the firearm).
- Await the arrival of the police.