

SCHOOL/DISTRICT NAME

EMERGENCY PROCEDURES

**GUNS FIRED
OR INTRUDER ON CAMPUS**

EMERGENCY TELEPHONE NUMBERS

Ambulance.....911

Police.....911

Fire.....911 (Local No.)

Hospitals **Marin General.....925-7000**
 250 Bon Air Road
 Greenbrae

Kaiser.....444-2000
 99 Montecillo Road
 San Rafael

Novato Community.....897-3111
 180 Rowland Way
 Novato

Building and
Grounds Work
Control.....(Local No.)

SCHOOL/DISTRICT

GUNS FIRED

REPORT OF WEAPONS FIRED ON CAMPUS OR NEAR SCHOOL

If there is a report of shots fired at, or near, a school:

1. Notify police department using 911.
2. Safety is the main concern. Keep everyone in an area under cover and concealed if possible. Stay behind solid walls and doors. Keep away from windows.
3. If the suspect is seen, do not engage the suspect. This could generate a hostage situation.
4. If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
5. A suspect should be considered armed, unstable and extremely dangerous.
6. Have a special/pre-arranged all-clear signal when situation/school is safe/secure.

STRANGER OR INTRUDER ON CAMPUS

(Lock Down School Plan)

1. The signal will be given over the intercom, or other warning device, that there is now in effect a ***stand-by*** or ***lock-down drill***.
 - a. Where there are no bells or PA systems, administration or counselors will act as runners to notify staff of ***lock down***.
 - b. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 rather than regular police numbers.
2. If students are in class at the time of the signal,
 - a. staff will:
 - explain that there is an emergency;
 - lock the classroom doors;
 - have students lie on the floor;
 - close blinds and take any possible precautions to protect others from possible broken glass; and
 - remain locked in offices until advised to move personally by administration or public safety officer or an all clear signal.

- b. administration will:
 - act with custodians to check locks on all exterior doors and classroom doors;
 - designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post; and
 - make sure that a site map and key set are available to public safety personnel.
 - Be available to deal with the media/press and bystanders to keep site clear of visitors.
 3. If students are not in class at the time of the signal,
 - a. teachers will:
 - assist administration in moving students into the nearest safe building available;
 - lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure;
 - remain with students to maintain order;
 - keep students in a safe area until advised personally by administration or public safety personnel to move or that there is an all clear signal; and
 - avoid, if possible, large open areas such as the library, gym, lawns or parking lots.
 - b. administration and public safety personnel will:
 - work with staff to move students into the nearest safe building available;
 - act with custodians to check locks on all exterior doors and classroom doors;
 - designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post; and
 - make sure that a site map and key set are available to public safety personnel.
 4. All-clear signal will: (should be special or pre-arranged signal)
 - a. be given after consultation with the senior public safety officer on the scene; and/or
 - b. be a personal notification by the senior administrator. Staff is not to act upon bells or PA messages without this personal notification.
 5. Dissemination of information about procedures:
 - Staff handbook and discussion at staff meeting
 - Substitute folders
 - Drill at least once a year. It is recommended that law enforcement be present for the drill to help monitor and improve performance

Recommendation: Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

AFTER ACTION OF ANY EMERGENCY

After an emergency situation, the following plan is suggested.

1. Communication with everyone involved advising that the emergency is over.
2. Conduct a head count to insure everyone is accounted for. If someone is not present, do you know where he/she is? Locate everyone. Report anyone not accounted for.
3. Does anyone need medical attention?
4. Does anyone need another type of support?
5. Is the facility safe to enter?
6. Have all appropriate notifications been made?
7. Assign someone to write a narrative to document the actions of your facility for the after-incident debriefing and report.
8. Be sure to notify parents.
9. *In days following an incident, debrief with appropriate school safety/administration team members to review incident responses/outcome for additions/corrections to school safety plan.*