

HIGH RISK SITUATIONS

High risk situations include security emergencies such as an armed student/intruder or hostage situation which occurs on school grounds or in school buildings while school is in session or school activities are scheduled. For the purposes of this policy "armed" will be considered as possessing or suspected of possessing a weapon as defined in Policy JFCJ.

All school employees must remember that the safety of students and staff is always the major consideration. School employees should not take any action which might endanger their safety or the safety of others. No attempt should be made to restrain the armed student/intruder.

Procedure

The individual who observes the high risk situation will report to the building office using the fastest method possible (public address system, telephone, or runner) and will remain in contact with the office.

The use of a public address announcement for any employee to call Extension 99 will be used as a "code phrase" to alert staff of a high-risk situation.

The duties of other district employees during a high risk situation will be as follows:

Building Principal

1. Contact law enforcement agencies.
2. Make the following announcement over the public address system: "Will (name of any employee) please call extension 99."
3. Contact the district office if possible.
4. Provide information to law enforcement officers upon their arrival.

Teachers upon hearing the announcement will:

1. Clear students from all hallways and playgrounds.
2. Close and lock all classroom doors.
3. Keep all students in class and away from doorways.
4. Ignore any dismissal bells until the all clear message is broadcast over the public address system.
5. Turn off radios and televisions to avoid panicking students with inaccurate information.

Emergency Response Team

1. Will report to the office and assist in implementing the emergency response plan.

When the situation has ended, the building principal or designee will contact the district office as soon as possible and will issue an All Clear announcement over the public address system

Approved: February 1, 1995