

RESPONSE

ABDUCTION (Also known as "Kidnapping")

This section will deal only with a student, staff member, or other person being taken from the school campus against their will.

Abduction - Child

PROCEDURE

- Call 911 immediately and provide the following information:
 1. Child's name and age
 2. Address
 3. Clothing and physical description including distinguishing marks such as scars or birthmarks
 4. Medical status, if appropriate
 5. Time and location child was last seen
 6. Person with whom the child was last seen
 7. When the abduction occurred
 8. Description of the abductor (name - if known, clothing, physical descriptors, etc.)
 9. The direction the abductor and abductee were last seen headed
 10. Any vehicle used by the abductor
- The school will go into lockdown until it is determined that no other child is at risk.
- Keep any witnesses (adults and students) in the main office and separated until police arrive.
- The principal will contact the parent/guardian. The parent should be advised of what has occurred as well as what is being done. The parent will be instructed to come to the school to meet with school and police officials. The parent will be asked to bring a recent photo of the student as well.
- Assign an administrator or other staff member to go to the location where the abduction is known or is reported to have occurred to keep that area secure until police personnel arrive. This requires keeping ALL persons away from the area and not allowing anything in that area to be disturbed.
- Be prepared to assist police personnel as they arrive:
 1. Have the student's file and any school photos available
 2. Contact the student's school counselor and have them present
 3. Provide a conference room or other room to be used as a "command post"
 4. Provide other rooms or offices for interviews if necessary

Abduction - Staff

PROCEDURE

- If it is a staff member that is abducted, an administrator will contact the abductee's emergency contact person listed in the school file. The contact person will be instructed to come to the school to meet with school and police officials. The contact person will be asked to bring a recent photo of the staff member.
- Assign an administrator or other staff member to go to the location where the abduction is known or is reported to have occurred to keep that area secure until police personnel arrive. This requires keeping ALL persons away from the area and not allowing anything in that area to be disturbed.

ASSAULT (Physical/Sexual)

Assault - Physical

PROCEDURE

- Attempt to separate the persons involved without putting yourself or others in danger.
- Notify main office.
- Call 911, if necessary.
- Disperse crowds.
- If there is a mention of **weapons**, do not attempt to intervene. Remove people from the area, contact the main office, inform the principal; a lockdown may be ordered.
- If no weapons are involved, and once sufficient staff is present, separate the persons involved and escort them to the main office, if they are not injured.
- Notify the school nurse and as soon as possible to provide any necessary medical treatment.
- Notify parents of assault/fight and suspension of student(s), if warranted.
- **If the incident is an assault, not a mutual fight, the police must be called. (it is at the discretion of the principal to contact the police in any incident involving student fights).**
- If any of the persons involved are not students, the police should be contacted to assist with the investigation of the assault and any related offenses (i.e. trespassing).
- Locate any witnesses to the incident as soon as possible; keep them separated but available for administrators and/or police officers to interview.
- If the police determine that the incident is a criminal offense, the principal will assist with the police investigation as requested and conduct and record his own in-school investigation.
- If necessary, meet with School Safety Team to discuss actions, including recovery activities.

Assault - Sexual

- When a school is notified that a rape or other sexual abuse may have occurred, the school must protect the identity and right to privacy of the alleged victim and the alleged perpetrator. News of the incident should be contained as much as possible. Appropriate response by school staff will be directed at assisting the victim, addressing and minimizing the fear of fellow students, and quelling the spread of rumors. Services provided to the victim and her/his family must be kept confidential and should be coordinated with outside providers, such as a rape crisis center, children's advocacy center, or hospital emergency room. In all cases the privacy rights of individuals must be considered as well as the confidentiality of names and nature of medical emergencies. Student records are protected under FERPA & HIPAA rules.

Rape / Sexual Abuse becomes a crisis to be managed by school staff only when one or more of the following conditions exist:

- A rape or other sexual abuse occurs on campus.
- A member of the alleged victim's family requests intervention.
- The alleged victim's friends request intervention.
- Rumors and myths are widespread and damaging.
- Students witness police action or emergency services response.

PROCEDURE

- If the assault is taking place then take action to separate the persons involved, if you can do so without putting yourself in danger of assault and/or injury.
- Call school nurse and/or principal.

Rape/Sexual Abuse (con't)

- Keep the suspect(s) and victim separated once at the main office. Do not leave any of the involved persons alone at any time.
- If there are multiple suspects, keep them separated as well. They should not be allowed to see or speak to one another for any reason.
- Notify police (468 – 4200) for child abuse notify DCYF at 1-800-RICHILD
- Locate any witnesses to the incident and keep them separated for police interviews.
- Do not attempt to interview the victim or suspect(s) prior to police arrival.
- Provide private place for housing of student and police questioning.
- Do not have the victim wash body or clothes, however, first aid should be given by nurse or EMT
- Notify parents of victim.
- Assemble Safety Team to determine ways to quell rumors and provide recovery support.
- Direct the person providing the information, and others who hear the report, not to repeat it elsewhere in the school.
- Designate the school counselor or staff member closest to the alleged victim to talk about the types of support he or she needs.
- Determine which peers close to the victim may need support.
- Make and keep a confidential record of the incident.

BOMB THREAT

Persons receiving threats to bomb a school building must be prepared to ask certain questions and take note of certain characteristics of the call itself and person making the call. Anyone who receives a bomb threat should do the following:

PROCEDURE

- Listen carefully to the caller's voice and background noises. Ask caller if he would like to talk to the principal. Stay on phone as long as possible. **TRACE CALL USING # 57.**
- Notify principal, (if possible while still on phone), so he/she can evacuate the building. The **further** from the building the better, **not in parking lots.** Suggested distance is 2000 ft.
- Call 911 as soon as possible.
- Calmly ask: when is it going to explode, where it is located, what type of bomb is it, what does it look like, what will cause it to explode, did you place the bomb and why, what is your name and address.
- Police and fire personnel will meet with the principal or designee at the assigned command post area. A decision to search the building will be made by the police personnel.
- Any **decision to re-enter** the building will be made by the principal or his/her designee. This will **only be done after consultation** with police and fire personnel and a consensus is reached that the building is safe. If you cannot re-enter the building, consider transportation.
- Evacuate as far away from building as possible. Suggested distance is 2000 ft.
- The principal/designee, in consultation with the superintendent, may evacuate to another location if the weather is inclement, building is damaged or it may take a long time to search the building.
- Standard accountability procedures will take place after evacuation.
- **Only trained bomb disposal experts are to touch suspicious packages.**
- Principal/designee notifies students and staff when to resume normal operations.

BOMB THREAT REPORTING FORM (Sample only, use sheet in Forms Section)
TRACE CALL USING # 57

Date: _____ Time: _____ Time Ended: _____

Person receiving call: _____ Location: _____

Exact Wording of Threat: _____

Questions to caller:

When is bomb going to explode? _____

Where is the bomb located? _____

What kind of bomb is it? _____

What does it look like? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Callers Voice: ___ Male, ___ Female, ___ Young, ___ Old, ___ Calm, ___ Angry, ___ Excited,
___ Slow, ___ Fast, ___ Loud, ___ Soft, ___ Laughing, ___ Crying, ___ Distinct, ___ Slurred,
___ Whisper, ___ Nasal, ___ Stutter, ___ Lisp, ___ Raspy, ___ Deep, ___ Clearing Throat,
___ Deep Breathing, ___ Cracking Voice, ___ Disguised, ___ Accent, ___ Irrational, ___ Rational,
___ Familiar (who did it sound like?) _____

Background Noise: ___ Total Quiet, ___ Party, ___ Music, ___ P A System, ___ Street Noise,
___ Business Office, ___ Factory, ___ Planes, ___ Ocean, ___ Trains, ___ Juvenile voices,
___ Static(cellular), ___ Animal Noises, ___ House Noises.

Other Comments: _____

BUS ACCIDENT

PROCEDURE

- Driver to follow First Student Bus Co. or Warwick School Dept. transportation office protocol.
- Transportation to notify school principal and superintendent or designee.
- Roster of students with emergency numbers should be available for the driver.
- The local Fire Department Rescue Service will be called to the scene of the accident.
- Principal or designee should go to scene of accident with a bus list, attendance list and all phone numbers of students.
- If feasible, staff on the bus should move uninjured students a safe distance from the bus.
- Parents are to be contacted by the principal and/or Director of Transportation about the accident.
- School staff should proceed to hospital(s) to support students and parents.
- Depending on the nature of the accident, the Safety Team and counselors should meet to discuss counseling needs and take appropriate action.
- If death resulted, follow guidelines for death of student or staff and recovery.

CIVIL DISTURBANCE

A civil disturbance is a riot or out-of-control demonstration that could threaten the welfare and safety of staff and students. This can include both small and large groups and can occur inside the building, outside the building on the school campus, and/or in the area of the school campus. The highest ranking police or fire official at the scene will determine the need to question and/or transport the student(s) to the hospital or police station, keeping in mind the rights of juveniles.

Civil Disturbance:

PROCEDURE

- Depending on the nature of the incident, call **911** or police to report the incident.
- The principal (or his/her designee) must evaluate the situation and make a decision regarding the lockdown of the school. If lockdown is ordered, shut off the school bells.
- If the principal has any reason to believe that the demonstrators have entered or may attempt to enter the building, a lockdown will be ordered.
 1. All students outside the building will be ordered back in if the disturbance is occurring outside, only if safe passage into the building exists.
 2. If the disturbance or demonstration is occurring at the beginning of the school day, the principal must use all available personnel (to include available police personnel) to ensure the safe passage of students into the school. Faculty and staff are not to endanger themselves.
 3. Principal, through transportation, may order buses to move to a holding area and keep students on until safe passage is ensured or it is determined that students are to be sent home.
 4. If the disturbance or demonstration is occurring at the end of the school day, the principal will delay dismissal until the safe passage of students from the school can be ensured. A lockdown may be necessary to keep students safely inside the school.
- Attempt to meet with student representatives to address issues.
- Aid police upon their arrival.

CHEMICAL RELEASE

It is recommended that each school have a list of all chemicals and/or hazardous materials that are on the school campus. Each school must have a specific list of the location and approximate quantity of chemicals and/or hazardous materials that are kept on the campus and/or in the building. MSDS (material data safety sheets) information must be available for all chemicals and/or hazardous materials as well (this information is to be included in the "crisis kit").

In School Chemical Release

PROCEDURE

- Principal notified.
- Move students away from the area and attempt to seal off area of leak or spill.
- The principal (or his/her designee) must evaluate the information known about the spill and make a decision to either evacuate or lockdown the building or an area. The principal should consider the following:
 1. The location of the chemical release and its proximity to the building
 2. The type of chemical released (i.e. gas, liquid, solid)
 3. The known danger for the type and amount of chemical released
 4. Can the students and staff be safely evacuated?
 5. Will the students and staff be safe remaining in the building?
- In the case of an evacuation, the principal will meet the fire department at command post.
- In the case of a lockdown, the principal will meet the fire department at the office.
- Fire department, once on site, will make the final determination about total evacuation.
- Notify parents through media about evacuation.

Off School Chemical/Biological Release

- The fire, police or EMA will notify the Superintendent who will notify appropriate personnel.
- The custodial staff will shut off all building ventilation.
- All outside windows and doors will be shut and locked by the faculty and/or custodial staff.
- All doors to classrooms and offices will be closed upon evacuation to sheltering area.
- Students, who are outside, will immediately be brought into the school.
- Students who are housed in annex buildings may be brought into the main school depending upon the situation. They will follow the same protocols, if they must remain in the annex building.
- Students will be moved out of windowed areas and sheltered in an auditorium, AP room or any other place the school Crisis Intervention Team deems appropriate. All staff members will help to provide supervision in sheltering areas.
- The Safety Team **may** designate an emergency release and/or sheltering area.
- The Safety Team will also designate a command post area, toileting areas and a first aid area.
- No one should leave the building unless ordered by the superintendent or emergency first responders.
- If the students are evacuated to a secondary location, the Superintendent will notify the media.
- Fire and/or EMA will determine when it is safe to resume normal school activities.

CRISIS PROCEDURE CHECKLIST FOR THE PRINCIPAL

(Sample only, use sheet in Forms Section)

This checklist is provided as a guide for principals for emergencies. It is intended to be used as a tool to help principals, secretaries and other key Safety Team members during a crisis.

- _____ 1. **CONDUCT AN IMMEDIATE ASSESSMENT**
 - a. Confirm and ascertain the type of incident
 - b. Obtain essential information (what happened, who was involved, what did witnesses see)
- _____ 2. **SUMMON HELP**
 - a. Call police (468 – 4200) or 911
 - b. Implement site crisis management plan.
 - c. Gather school staff assigned to emergency duties.
- _____ 3. **SOUND WARNING TO SCHOOL STAFF**
 - a. Use PA and/or bell code systems or make announcement to all, such as lockdown.
 - b. Employ immediate sheltering actions for those exposed to danger.
 - c. Ensure that all others are sheltered in place or moved to a safer location if possible.
- _____ 4. **LOCK DOWN BUILDING, SECURE AREAS, MONITOR SITUATIONS**
 - a. Order all exterior doors locked.
 - b. Lock interior doors where possible.
 - c. Communicate to staff to monitor conditions.
 - d. Recognize need and be ready for contingencies.
- _____ 5. **WAIT FOR POLICE**
 - a. Keep responding units updated on situation via 911, communicate command post location to 911 or police.
 - b. Assemble witnesses and victim, providing they are able to assemble.
 - c. Go to command post and wait for police and or emergency medical services.
 - d. Gather key information for law enforcement.
- _____ 6. **STABILIZE ELEMENTS OF SITUATION AS SOON AS SAFE TO DO SO**
 - a. Care for injured (ensuring safety for those assisting).
 - b. Account for all students and staff on site or at hospital or other off site locations.
 - c. Notify parents/guardians.
 - d. Protect crime scene, evidence.
- _____ 7. **WORK WITH POLICE TO RESOLVE SITUATION**
 - a. Stay at command post, supporting law enforcement.
 - b. Provide information, including incident-specific knowledge, site background and resources, and special staff resources, abilities, training, etc.
 - c. Coordinate school response on site, off site (staging areas, hospitals, etc.)
- _____ 8. **SIGNAL "ALL CLEAR" AFTER POLICE OR FIRE GIVE THE "OK"**
 - a. Notify parents/guardians.
 - b. Support law enforcement follow-up activities.
 - c. Debrief staff.
- _____ 9. **INITIATE RECOVERY AND FOLLOW-UP ACTIVITIES**
 - a. Brief staff and provide (access to) support.
 - b. Plan for resumption of school ("next day" plan).
 - c. Arrange for physical plant clean-up and repair.
 - d. Begin long-term recovery planning

CRISIS PROCEDURE CHECKLIST FOR THE PRINCIPAL (con't)

STAFF RESPONSIBILITIES (Sample only, use sheet in Forms Section)

NURSE RESPONSIBILITIES: (If available)

- Administer first aid.
- Request additional medical assistance from fire department using 911.
- Arrange for someone to go with unaccompanied students to hospital.
- Secure student health information and accident card(s).
- Send or bring information with student to hospital.

FACULTY RESPONSIBILITIES:

Check off what you want the faculty to do during a crisis:

- Announce event in classroom and discuss with students. (If appropriate)
- Identify students in need of counseling and notify, administrator, guidance or psychologist.
- Escort very distraught students to the guidance counselor.
- Postpone testing.
- Assist with care of injured and/or ill if needed.
- Involve class in constructive activities relating to the event.
- Eliminate, shorten, and structure assignments for a few days with an eye towards normal activities as soon as possible.

GUIDANCE/SOCIAL WORKER/PSYCHOLOGIST RESPONSIBILITIES:

- Coordinate counseling activities including obtaining more help.
- Provide temporary counseling for students who are in need.
- Communicate with faculty and be prepared to counsel staff.
- Inform feeder schools and area schools so they can provide support for students affected.
- Maintain a list of students counseled.
- Call parents of students counseled to recommend continued out of school support for students who are very distressed.
- Provide appropriate mental health information to parents.

SECRETARIAL RESPONSIBILITIES:

- Notify superintendent.
- Direct all calls for information to the media spokesperson.
- Keep in contact with the principal through two way radio or intercom.
- Contact Safety Team members to assemble, including location of meeting.
- Direct emergency personnel to scene of crisis, if an evacuation has not been ordered.

CRISIS INFORMATION WORKSHEET (Sample only, use sheet in Forms Section)

(THIS SHEET CONTAINS FACTUAL, CONFIDENTIAL INFORMATION AND IS NOT FOR GENERAL USE, PUBLICATION OR RELEASE. THE MEDIA SPOKESPERSON MAY USE THIS INFORMATION TO DEVELOP PRESS RELEASES.)

Nature of Crisis: _____

Location(s) of Crisis: _____

Police Commander: _____ Fire Commander: _____

Command Post Location: _____

Action Taken at Time of Report:

Numbers of students involved: _____ Numbers of adults involved: _____

Parent meeting point location: _____

Police/ fire involvement: _____

Hospitals involved: _____

Parent notification method: _____

Stabilization and control of scene: _____

Other pertinent information: _____

Students Involved: **HIGHLY CONFIDENTIAL, NOT FOR RELEASE** (A separate list may be attached)

Adults Involved: **HIGHLY CONFIDENTIAL, NOT FOR RELEASE** (A separate list may be attached)

Other facts: _____

DEATH OF STUDENT OR STAFF (OUT of SCHOOL)

- Confirm accuracy of report with police, fire or family members.
- Notify Safety Teams and staff to come to school early and set up locations for counseling. Follow recommendations in Recovery Section.
- Prepare written statement to be sent home.
- Meet with faculty and staff to discuss what happened prior to the start of the day.
- Teachers may be asked to talk to students in their homerooms about the death.
- Teachers must notify the principal or counselors about students needing counseling.
- Counselors will notify parents of students who were counseled.
- Students, who cannot remain in school due to shock, may be sent home with a parent.
- Faculty members who cannot remain in school should have coverage arranged and be allowed to go home with a family member or friend.
- An additional meeting(s) should be held at the end of the day to review the day's events, discuss future plans, and answer questions.

DEATH OR SERIOUS INJURY OF STUDENT OR STAFF (DURING THE DAY)

- Dial **911**.
- Notify school nurse and/or principal.
- Check for life signs and perform CPR if certified.
- Clear the area, isolate any witnesses, talk only to the police, fire or appropriate school personnel.
- Cordon off area to allow for privacy and maintenance of a potential crime scene.
- Do not touch or contaminate objects on or near the victim.
- Police and principal to notify parents and/or next of kin.
- Staff member(s) should proceed to hospital(s) to support family.
- Notify Safety Team and counselors and prepare to provide counseling services.
- Notify faculty and students of the availability of counseling services.
- Safety Team meets to discuss further action. Follow recommendations in Recovery Section.

DRUGS/ALCOHOL/ CONTRABAND

Drug/Alcohol Possession by a Student at School

Drugs/alcohol and contraband, (stolen goods, drug paraphernalia, etc.), possession is against the law and school department policy. The highest ranking police or fire official at the scene will determine the need to question and/or transport the student(s) to the hospital or police station, keeping in mind the rights of juveniles.

Drug/Alcohol Possession by a Student at School (con't)

PROCEDURE

- An administrator should be contacted to come and escort the student to the main office or another office in the school where the student can be safely isolated in the building.
- Faculty or staff members should not attempt to secure the drugs/alcohol from the student unless they fear the student is about to get rid of or destroy the suspected drugs/alcohol.
- If the drug/alcohol is given up voluntarily, they are to be secured until the administrator and/or police arrive.
- The administrator will speak with the staff member and determine if reasonable suspicion exists to search the student.
- Once the administrator escorts the student to an office, he or she will ensure that an administrator the same sex as the student is present prior to any search. Once the necessary administrator(s) is present, the student will be asked to empty their pockets, remove their socks and shoes, and empty any bag or package in their possession.
- If suspected drugs/alcohol or other contraband (to include smoking devices) are recovered from the student, the administrator will call **911** or Warwick police at 468-4200 to report the incident. Police questioning will take place upon the arrival of a parent or guardian.
- In no drugs/alcohol or contraband are found and police involvement is not otherwise necessary, the administrator will proceed according to existing school policy.
- Parents are notified including the suspension of the student(s).

Drug/Alcohol Possession by a Non-Student at School

PROCEDURE

- If the person is inside the school building without permission, he/she is to be considered an intruder and should be treated accordingly.
- If the person is inside the school building with permission, call **911** or Warwick police at 468-4200 to report the incident.
- An administrator should be assigned to monitor the person's location and activity until the police arrive. The administrator should avoid a confrontation with the person unless necessary to protect a student or staff member.
- Contact parents if the intruder is under 18. Police questioning will take place upon arrival of parent.

Drugs/Alcohol, Contraband or Drug Paraphernalia found at School

PROCEDURE

- Contact the police department dispatcher via the non-emergency number. Advise the dispatcher what you have found and that you need an officer to assist you.
- The police department should be contacted as soon as practical. In NO instance will anyone from the school keep drugs/alcohol, contraband, or drug paraphernalia in their possession beyond the day in which it is found.
- If you are unsure as to whether or not what you have found are drugs/alcohol, contraband, or drug paraphernalia, contact the police department and an officer can make that determination.
- If feasible, leave the drugs etc. where you located them, until they can be handled by the police.

EARTHQUAKES - DURING

PROCEDURES

IN CLASSROOMS

- Stay inside the room during the quake
- Move away from windows, shelves or objects that may fall.
- Take cover under desks or tables.

INDOOR CORRIDOR, HALLWAY OR STAIRWAY

- Move to interior wall.
- Turn away from windows.
- Drop to ground and get in tuck position.

IN LABS, KITCHENS OR WORKSHOPS

- Extinguish all gas.
- Move away from hazardous chemicals that may fall.
- Take cover under desks or tables.

OUTDOORS

- Move to open space away from buildings or power lines.
- Lie down and crouch.
- Watch for potential dangers that may require you to move quickly.

EARTHQUAKES – AFTER

- Principal signals evacuation.
- Dial **911**
- Principal reports to command center.
- Notify superintendent.
- Principal or designee, checks with faculty for injuries, trapped and missing people.
- Teachers are to evacuate per instructions
- Account for all students.
- Determine injuries, if any.
- Use good judgment regarding evacuation of students.
- Stay with critically injured students and make arrangements with other teachers to evacuate others.
- File out in single file, use extreme caution in touching things along the exit route.
- Account for all students once outside.
- Custodians should attempt to shut off gas and electrical power.

EXPLOSION

PROCEDURE

- Students take cover under desks or tables, when appropriate.
- After explosion teachers take attendance and determine injuries and missing students.
- Seriously injured people should not to be moved, staff member should stay with students and make arrangement for remaining students to evacuate when ordered to.
- Principal will evacuate building after explosion(s) have stopped.
- Principal reports to command post to provide fire and police with information about the explosion, injuries and missing students.
- The head custodian or maintenance person should also be present to assist with locating and providing information on utility shutoffs and other related information.
- Teachers will take attendance and make report missing and injured students to command post.
- Fire and/or police EOD will determine when it is safe to enter building.
- Safety team will meet ASAP to discuss recovery activities.
- Call Superintendent.

FALLEN AIRCRAFT

Fallen Aircraft Near Campus, Not Impacting the Building

PROCEDURE

- The principal (or his/her designee) will order a lockdown of the building unless there is some type of danger to the school building resulting from the fallen aircraft (i.e. fuel spill, dangerous fumes, etc.).
- If there is an inherent danger in remaining in the school building, an evacuation will be ordered. This may require evacuation of the building in several phases to avoid overcrowding at the exits being used (and related safety risks). Those areas closest to the fallen aircraft will be evacuated first. If an evacuation is order, accountability and reunification procedures will take place.
 1. The principal will meet with responding police and fire officials.
 2. If the building is evacuated, the principal will go the command post.
 3. If the building is locked down, the principal will stand-by in the main office.

Fallen Aircraft in School Building

PROCEDURE

- The principal (or his/her designee) will order an evacuation, if possible or appropriate.
- If an evacuation is order, accountability and reunification procedures will take place.
- Teachers will take attendance and determine injuries and missing students.
- Principal reports to command post to aid fire and police.
- Call Superintendent.
- Notification of injured and missing students must be made to principal.
- Evacuate students to alternate site.
- Staff member(s) should proceed to hospital(s) to support family.
- Safety team will meet ASAP to discuss recovery activities.

FIRE

PROCEDURE

- Person who spots fire is to pull fire alarm.
- Teacher must take attendance or class roster with them when evacuating with students.
- All must evacuate the building following normal fire drill procedures and routes.
- Principal reports to command post.
- Teachers must take attendance and report missing students to principal or designee.
- No one shall re-enter building until fire department gives okay.
- Call Superintendent and Fire Marshal.
- Depending upon the extent of the fire and the injuries that occurred, the Safety Team will meet and discuss the recovery process.
- Staff member(s) should proceed to hospital(s) to support family.

HOSTAGE

Hostage taking is a violent criminal offense involving the holding of an individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral and/or verbal actions. Hostage situations are very unpredictable and dangerous for all persons involved. In any hostage situation, the safety of those persons involved (both directly and indirectly) is the top priority.

PROCEDURE

- **Call 911 or police at 468 - 4200**
- If possible the principal or designee will attempt to clear the area closest to the hostage area, and then issue a lockdown.
- If the police determine that the hostage-taker can be contained safely in one area, under the direction of the police department, students and staff should be evacuated from the rest of the building in an orderly manner.
- Do not try intervene if the hostage taker is unaware of your presence. Allow the professional police hostage negotiators do their jobs by providing them with as much information about the scene and the hostage taker as possible. Included in that information should be:
 1. Location of the hostage-taker
 2. Description of the hostage-taker (sex, race, age, height, weight, hair, clothing, etc.)
 3. Number and description of hostages
 4. Any person(s) currently communicating with the hostage-taker
 5. Any known weapons (seen by staff or mentioned by the hostage-taker)
 6. Any statements made by the hostage-taker
- Be prepared to keep media, parents, and other community members out of the building and off of the campus if necessary; the police will secure the campus.
- Direct inquiries from parents and press to the media spokesperson at the command post.

HOSTAGE (con't)

If Taken Hostage

PROCEDURE

- Attempt to keep students calm.
- Do NOT attempt to go towards the hostage-taker and do not make any statements that might upset or enrage the hostage-taker (avoid any mention of the police or what might happen to the person as a result of their actions).
- Follow the directions of the hostage taker.
- Ask permission to speak.
- Keep the hostage-taker communicating with you about whatever he or she wants to talk about. The person is less likely to take action if they are communicating with someone.
- Do not make any guarantees or promises to the hostage-taker.
- Do not argue with the hostage taker, be respectful.

INTRUDER

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. This policy provides means of dealing with either situation.

PROCEDURE - INTRUDER WHO DOES NOT APPEAR TO POSE A THREAT

- Any school personnel who observe an individual in the school building who appears suspicious or out-of-place should either; approach the subject identify yourself and politely ask their name and purpose in the building or should contact the main office for assistance.
- The person making contact with the suspicious individual should try to determine if the person poses a safety hazard or just needs to be made aware of school policy for visitors. (Note - all schools should have exterior doors labeled with signs instructing visitors to contact the main office upon their arrival. The main office should have visitor IDs for their use while in the building).
- Explain that all visitors must report to the office and escort him/her to the office.
- If the intruder does not have legitimate business at school quietly explain that he/she must leave the building.
- Never get argumentative with an intruder who is belligerent or agitated. You may notify the individual that if he refuses to leave the police will have to be called.
- Depending upon the circumstances, and the demeanor of the intruder, the administrator will call police to report the incident. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, call police.
- If the individual stays until police arrive, inform the officers what has happened that led to the individual being with you so they can establish probable cause to arrest for trespassing. Also verbally warn the subject not to return to the school in the presence of the police.
- The principal may order a lockdown.

INTRUDER (con't)

PROCEDURE – DANGEROUS INTRUDER

- Call **911 or police at 468 - 4200** to report the incident. Give the dispatcher all the information that you have regarding the location of the intruder, a physical and clothing description, and any weapon(s) involved. Advise the operator that you are locking down the building. Stay on the line with the operator until you are told to hang up.
- The principal, or designee, will order the lockdown.
 1. If it is felt that staff members can monitor the intruder's location in the building without being put in danger, this should be done to allow the responding police officers to know where to locate the intruder.
 2. If it is felt that staff members would be endangered being in the halls, all staff will also be ordered locked down until told otherwise by the police.
- The principal, or designee, will meet with police officials at a command post outside the building. The principal should have as much of the following information available as possible:
 1. Location of the intruder
 2. Description of the intruder (sex, race, age, height, weight, hair, clothing, etc.)
 3. Any known weapons (seen by staff or mentioned by the intruder)
 4. Names of any staff members that have had contact with the intruder
 5. Any statements made by the intruder
 6. Maps of the school building(s) - these should be part of the "Crisis Kit"
- If the police are able to confine the intruder to one area of the building, they may determine that evacuation is necessary. The principal, under the direction of the police, will order an evacuation of the building.
 1. The police will ensure that no students or staff exits the building so as to be exposed to the intruder.
 2. This may require evacuation of the building in several phases to avoid overcrowding at the exits being used (and related safety risks). Those areas closest to the intruder will be evacuated first.
 3. Those areas directly adjacent to the intruder may have to remain locked down to avoid exposing students and staff to danger.
- All questions from outside sources must be directed to the media spokesperson
- Be prepared to keep media, parents, and other community members out of the building and off of the campus if necessary; the police will secure the campus.

PROCEDURE - CONFRONTING AN ARMED PERSON

In the event that you are confronted by a person armed with a gun or other weapon, the following procedures should be used:

- Remain calm. Do not raise your voice to avoid upsetting the person. Your tone and demeanor hopefully will influence the outcome of the crisis.
- Never try to disarm a person with a weapon.
- Avoid sudden moves or gestures.
- Be observant to what the person looks like and is wearing, what he or she is saying, etc. This could be valuable in identifying the person should they leave before police arrive.
- Don't try to be the hero, if possible remove yourself and students from the scene then call **911**.

MEDICAL EMERGENCIES (In Alpha Order)

A medical emergency exists anytime that a student, staff member, or visitor requires first-aid medical attention for any reason. In most of the major medical emergencies the media spokesperson must be prepared to communicate with parents and press. The death of a student or staff member can be extremely disruptive to the educational process as well as to individual physical and psychological well-being. Attempt to get back to regular daily procedures and schedules as soon as possible. Memorials to the memory of those who died should be decided upon by the Safety Team and any others the Superintendent or his designee, appoints. The highest ranking police or fire official at the scene will determine the need to question and/or transport the student(s) to the hospital or police station, keeping in mind the rights of juveniles. In all cases the privacy rights of individuals must be considered as well as the confidentiality of names and nature of medical emergencies. Student records are protected under FERPA & HIPAA rules.

Allergic Reaction

Possible Symptoms:

- Skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue.
- Restlessness, sweating, fright, shock.
- Shortness of breath, vomiting, cough, hoarseness.
-

PROCEDURE

- If imminent risk, call 911.
- Send for immediate help and medication kit (for known allergies).
- Assist in getting “Epi pen” (Epinephrine) for individuals who carry them (usually in backpack), and prescription medications (kept in office).
- If an insect sting, remove stinger immediately.
- Notify principal.
- Assess situation help student/employee to be comfortable.
- Move only for safety reasons.
- Notify parent or guardian.
- Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated.
- Observe for respiratory difficulty.
- Record on an attached label: time & site of insect sting or food ingested, name of medicine, dosage & time administered.
-

Preventive/Supportive Actions:

- Emergency health card should be completed by parents for each child, and should be easily accessible by school personnel.
- Bus drivers should have emergency sheets for all known acute reactors.
- Encourage employees with special health considerations to alert principal, nurse and work associates of any difficulties and possible remedial actions.

MEDICAL EMERGENCIES (con't)

DRUG/ALCOHOL OVERDOSE:

PROCEDURE

- Dial **911**.
- Send for school nurse and/or principal.
- Arrange for supervision of other students, moving them away from the victim.
- If unconscious, check for life signs and perform CPR if certified.
- Attempt to determine what the victim overdosed on; ask him/her or friends that were with victim.
- Attempt to determine if any other students used the drug/alcohol.
- Attempt to determine where and how the student got the drug/alcohol.
- Attempt to determine when and how much of the drug/alcohol was taken.
- Isolate witnesses from the student population and each other to allow for police interrogation.
- If the victim is aggressive remove students and others at risk from the area.
- Try to verbally calm the student down without endangering yourself.
- Retreat if the student is agitated or violent.
- Cordon off the area as much as possible.
- Notify parents.

DISEASE OUTBREAK/FOODBORNE ILLNESS

Possible Signs of Disease Outbreak/Food Borne Illness:

- Unusual number of absences from school
- Unusual number of people showing the same signs and symptoms
- Threats received or group taking credit for causing illness
- Ordinary disease or symptoms but out of season

PROCEDURE

- Call 911, depending on circumstances.
- Send for immediate school help (Nurse, Administrator).
- Isolate persons affected in a separate room and restrict access to the room to essential personnel only.
- Notify district physician if appropriate.
- Help students/employees be comfortable.
- Principal notifies superintendent.
- Secretary and school nurse to keep daily record of absences that are related in nature, e.g. Flu illness
- Call the Rhode Island Office of Communicable Diseases: 401-222-2577 to determine whether an outbreak investigation is needed. (This is critical as there may be contaminated food that was sent to multiple locations that could make more people ill.)
- Notify parent or guardian of affected student(s).
- Administer medication, by order of a doctor, if appropriate.
- Document all activities.

For more in-depth information about preventing and responding to disease outbreaks in your school, please refer to the School Nurse Teachers Infectious Disease Reference Manual, available at: <http://www.health.ri.gov/disease/communicable/providers.php>.

MEDICAL EMERGENCIES (con't)

GENERAL MEDICAL PROCEDURES

- Notify the main office, two reliable students may be used to do this, if necessary.
- Provide basic first-aid if possible. This includes (but is not limited to) the following:
 1. Checking for airway blockage, breathing, and circulation
 2. Performing CPR if necessary
 3. Controlling any bleeding:
 4. Avoiding body fluids whenever possible
 5. Keep the person warm and comfortable until help arrives.
- Contact the school nurse and/or principal.
- Have health records available to identify preexisting conditions or allergies.
- Move crowds away from the injured or ill person.
- The nurse or administrator will determine if further medical assistance is needed.
 1. If it is determined that an ambulance is needed to provide additional medical assistance and/or transport the injured person, call **911**.
 2. If the nurse and/or staff members are able to deal with the incident, they will do so either at the scene of the injury or at the nurse's office.
- Any time a student is injured and kept in school, the nurse will notify the parents. In the absence of the nurse, the administrator or his/her designee will notify the parents.
- If a student or staff member is transported from the school by ambulance, the following should be done:
 1. The principal or his designee may accompany the injured person to the hospital.
 2. If it is a student that is transported by ambulance, a parent or guardian will be contacted.
 3. If a staff member is transported by ambulance a member of the family will be contacted.
- Depending on the nature of the medical emergency, counselors may be made available to counsel students or staff

POISONING

PROCEDURE

- In the event of the poisoning or suspected poisoning of a student or an employee:

Immediate Actions:

- Call 911.
- Call the Poison Center Hotline (1-800-222-1222).
- Administer first aid directed by poison information center.
- Notify principal.
- Utilize building personnel with knowledge of poisonous materials, first aid training, etc.
- Notify parents.
- Seek additional medical attention as indicated.

Preventive Measures:

- Keep poisonous materials in a locked and secure location
- Post the Poison Control Center emergency number in prominent locations such as the front office, school clinic, etc.
- Post the names of building personnel who have special paramedic, first aid training, or other special lifesaving or life-sustaining training.
- Provide staff with information on possible poisonous materials in the building.

SUICIDE ATTEMPT

****Please note: Over the course of any given school year, a number of students are hospitalized for suicidal actions. Most situations are handled by the school psychologist and/or school social worker, the family/guardians and outside treatment providers (i.e.: hospital staff, psychologist, psychiatrist, etc.) A Safety Team response is likely to be necessary only when the attempt is made at school or when a significant number of other students/staff are aware and in need of services. In this case, it may be that only additional mental health services are needed. To facilitate this, the principal should contact the special services office and they will contact and send the appropriate school social workers/school psychologists.**

In all cases, it is important to maintain the student’s privacy, quell rumors, assist the victim and their family and address the needs of other students. Student records are protected under FERPA & HIPAA rules.

Suicide Attempt at School:

PROCEDURE

- Verify information.
- Call 911, if person requires medical attention, has a weapon, or needs to be restrained.
- Notify school psychologist or school social worker, principal and school nurse.
- Notify parent/guardian.
- Principal calls superintendent and parent/guardian if suicidal person is student. If a staff member call next of kin. Principal may schedule meeting with parents and school psychologist/social worker to determine course of action.
- Try to isolate suicidal person from other students.
- Never leave a suicidal person alone.
- Activate School Safety Team to implement recovery procedures (see Recovery Section). Determine level of intervention and to discuss staff notification.

Suicidal Attempt/ Serious Injury Outside of School:

PROCEDURE

- Verify information.
- Activate school Safety Team to assess recovery, post-crisis intervention needs, and notifications.
- Principal notifies superintendent.
- Implement recovery procedures. (see Recovery Section)

Post-Crisis Intervention:

- To determine level of intervention for staff and students, meet with school counseling staff and or other mental health workers.
- Designate rooms as private counseling areas. Escort siblings and close friends and other “highly stressed” students to counselors.
- Assess stress levels of staff. Recommend counseling to overly stressed staff.
- Refer media to media spokesperson. Do not let media question students or staff.
- Follow-up with students and staff who receive counseling.
- Resume normal routines as soon as possible.

MISSING CHILD/STAFF

Missing Child:

PROCEDURE

- Call 911 immediately; provide the following information:
 1. Child's name and age
 2. Address
 3. Clothing and physical description including distinguishing marks such as scars or birthmarks
 4. Medical status, if appropriate
 5. Time and location child was last seen
 6. Person with whom the child was last seen
- Have child's information including picture, if possible, available for the police upon their arrival.
- Principal will notify parents/guardians of missing child.
- Inform parents/guardians of situation and steps already taken.
- School will complete a written incident report at the earliest opportunity.
- Notify superintendent.

Missing Staff:

PROCEDURE

- If a staff member is missing an administrator will contact the missing teacher's emergency contact listed in school file. The contact person will be instructed to come to school to meet with school and police officials. Ask the contact person to bring a recent photo of the teacher with him/her.

NATURAL GAS EMERGENCY

PROCEDURE

- Principal will order evacuation.
- Notify gas company
- Principal reports to command post.
- The head custodian should shut off gas inside the building, if possible. He or she should then meet with the principal and fire officials at the command post.
- Fire and gas personnel will determine when it is safe to enter the building

POWER or WATER FAILURE

PROCEDURE

- Call the Maintenance supervisor.
- The principal (or his/her designee) will evaluate the situation and decide on any necessary action. The principal will consider the time of day, the weather, the cause of the power or water failure (if known).
- Whenever possible, the school's normal schedule and activities should be adhered to.
- Custodian will check for possible dangerous electrical or water situations and report to the principal.
- If the situation requires police and/or fire department attention.
- Superintendent will notify major radio and television stations to make closure announcement.

RADIOLOGICAL INCIDENT

There are two basic protective actions in the event of a radiological incident: sheltering or evacuation. Schools will be notified if radiological release requires protective action.

PROCEDURE

- Sheltering Students: (Follow general guidelines for Sheltering in Place)
 1. Bring everyone inside building.
 2. Close all exterior windows and doors.
 3. Turn off outside ventilation.
 4. If advised, cover mouth and nose with a paper towel, tissue or cloth.
- The fire or police department will notify the school(s) the next steps to follow depending upon how close the radiological incident is to the school(s).
- An accident involving radiological materials near a school is quite possible. Three basic precautionary measures should be taken. The three basic actions are:
 1. Minimize the amount of time near and exposed to source
 2. Maximize the distance away from the source of radiation.
 3. Maximize the amount of material(wood, concrete, earth, etc.) between people and the radioactive source.
- Send letter home with students.

SCHOOL SEARCHES

PROCEDURE

- Administrators will determine if there is a need for search, who will aid in the search and how it will be conducted.
- Notify police department, if necessary.
- If a student is found with contraband, drugs/alcohol, he/she is to be quietly escorted to the main office, with the contraband being in possession of the administrator or police. The police will proceed with questioning once a parent or guardian has arrived.
- Parents shall be notified to come to school if contraband or drugs/alcohol are found in a student's locker or in a student's possession.

SNOW/BLIZZARD:

PROCEDURE

- If a blizzard warning takes place during the school hours the superintendent or his designee will order the closing of schools.
- Announcements will be made on major radio and television stations.
- Teachers will make sure that all students know where they are to go in the event of an emergency closing. This is especially important in an elementary school.
- Superintendent notifies director of transportation.
- Busses are sent to elementary schools first, then secondary schools.
- Faculty and staff may be dismissed at the discretion of the principal, making sure enough staff is available to provide appropriate levels of supervision until all students have left.

STUDENT UNREST

PROCEDURES

Student Unrest:

- Notify office.
- If inside, contain student unrest by sealing off the area of disturbance and removing students from the area.
- Consider calling for a lockdown, if unrest is not easily controlled.
- Remind students of the consequences of their actions, if they continue.
- Call police if the students do not stop their unrest or their actions become violent.
- If situation does not cease, attempt to get students to move to an isolated area.
- Unless there is a clear and present danger to you and others, stay with the unruly students until police arrive.
- Do not attempt to disarm students with weapons. If feasible, you should try to encourage the student(s) to put down the weapon(s).
- Be prepared to provide police with vital information upon their arrival.
- Notify the parents of the students.
- Notify the Safety Team.

Student Walkout

- Meet with student leaders upon notification of walkout, to discuss concerns and try to stop the action.
- Teachers should attempt to maintain control in their rooms, telling the students the consequences of a walkout; however they are not to physically restrain any student who chooses to leave.
- Principal to notify all students who walk out that they will be subject to disciplinary action if they don't return to class and they are to return to class immediately.
- Attendance should be taken after walkout, names of students who did not return to class sent to principal.
- Principal may decide to call police depending on the nature and tone of the walkout.
- Principal, or designee, should generate a list of all who walked out, for disciplinary measures.

STUDENT UNREST (con't)

- Contact parents and notify them of their child's participation in the walkout and the disciplinary action to be taken.
- Meet with student leaders to discuss concerns that caused walkout.

Racial or Gang Conflict:

- Notify the office of the seriousness of the incident, (weapons, physical assault, large numbers involved), to determine if lockdown is necessary.
- Isolate feuding factions, but do not put yourself in danger.
- Evacuate the area.
- Call school nurse, if necessary.
- Identify witnesses and keep them separated.
- Call Safety Team.
- Call parents.

SUSPICIOUS MAIL OR PACKAGE

- Suspicious mail or packages may meet the following description:
- On the outside of mail/package:
 1. No return address
 2. Possibly mailed from a foreign country
 3. Excessive postage
 4. Misspelled words
 5. Badly typed or written words
 6. Incorrect titles or addressed to title only
 7. Oily stains, discolorations or crystallization on envelope/wrapper
 8. Excessive tape or string
 9. Contents:
 10. Protruding wires
 11. Lopsided or uneven
 12. Rigid or bulky
 13. Strange odor
 14. Strange noise coming from inside

PROCEDURE

- Put the package/mail down and do not touch, smell, or taste anything in or on the package/mail.
- Fence off area and mark as "do not enter, or dangerous..."
- Evacuate and seal off room, if you suspect it may be a bomb, then evacuate the school.
- Wash hands thoroughly.
- Call 911.
- Make a list of all adults and children present in the room at the time of the incident to provide to local health authorities and the police.
- Principal will inform all parents of the incident.
- Principal will complete a written incident report at the earliest opportunity; incident reports are stored.

THREATS OF VIOLENCE

A threat of violence is any expression, verbal or behavioral, of the intent to inflict harm, injury, or damage to persons or property. The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury.

All threats of violence within or involving a school may have serious consequences and can be expected to have some type of negative impact. Threats to students or staff could be a prelude to a more serious incident, such as an armed assault or a hostage taking. Even when more serious incident or crises do not follow, threats typically result in significant adverse consequences (physical and/or psychological) to the victim(s).

DEFINITIONS RELATED TO THREATS AND VIOLENCE

Assault and Battery - Any intentional act of hitting, pushing, scratching, biting, kicking, or any other form of physical contact engaged in by, or directed toward, another person, which results in or is intended to result in death, physical injury, and/or mental/emotional damage.

Harassment - Unwelcome activity (verbal or physical) or creation of a hostile work environment through unwelcome words, actions, or physical contact not necessarily directly resulting in physical harm.

Intimidation - The act of frightening or coercing by threat or implied threat.

Theft - Taking without permission of property belonging to another.

Simple Assault - The act of threatening to strike or harm another person with a weapon or a specific physical movement intended to induce fear.

Vandalism - Damaging or defacing school property or the property of school personnel and/or students.

Violence - Aggression resulting in physical contact / assault with or without the use of a weapon.

LAWS RELATED TO THREATS AND VIOLENCE

Assault / Assault & Battery - It is against the law to commit assault or assault and battery against another person

Threats and Harassment

1. It is not, in and of itself, against the law to verbally threaten another person without an accompanying physical threat (see exception below)
2. It is, however, against the law to threaten a school employee with death or bodily injury while at school, on the school bus, or at a school-sponsored function or activity
3. It is against the law to threaten someone by telephone or to otherwise harass someone over the phone (i.e. hang-up calls, breathing on the phone, etc.)
4. It is against the law to threaten someone using an internet / e-mail communication
5. It is against the law to threaten someone or to threaten any member of their family in writing

Threats and Harassment (con't)

6. Harassment, in and of itself, is not a violation of the law unless the action constituting the harassment is otherwise a violation of the law
7. It is against the law to commit stalking; stalking is defined as when any person, *on more than one occasion*, engages in conduct directed at another person with the intent to place, or with knowledge that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that person or that other person's family or household member.

DEALING WITH THREATS

PROCEDURE

- It is crucial that **all threats be taken seriously** and reported within the school setting.
- Any school employee or volunteer who hears, witnesses, or otherwise is made aware of a threat(s) being made by or to a school employee, volunteer, student, or other person in or around a school campus is to report the incident to a school administrator as soon as possible.
- If the witnessed threat involves an adult or juvenile who does not work at or is not enrolled at the school, that person should be treated as an intruder.
- If the witnessed threat involves a weapon (i.e. if a weapon is seen), school policy involving weapons should be followed.
- Any time that a verbal or written threat is made involving mention of weapons and / or school related violence, it is the responsibility of the principal or his/her designee to contact the police.

TORNADO

PROCEDURE

WATCH:

- Principal makes announcement that a watch is effect.
- Close all exterior windows and coverings.
- Students and staff outdoors are to come in
- Students and staff in temporary classrooms are to come into permanent structures.
- Maintenances personnel prepare to shut off gas, if possible, and power.
- Prepare to move students out of rooms with glass walls to safer areas.
- Teacher to have accurate student roster at hand.

WARNING:

- Announce warning.
- All staff and students take cover in appropriate areas. These are areas under desks and in hallways away from large windows and large rooms.
- Custodian shuts off gas, if possible, and is prepared to shut off power if a tornado hits.
- Teachers bring student roster.

TORNADO (con't)

TORNADO STRIKE:

- Principal, or designee to report to command center to gather information and direct fire and police.
- Teachers take roster, list missing and injured students.
- Principal or designee, checks with faculty for injuries, trapped and missing people.
- Teachers are to evacuate per instructions.
- Use good judgment regarding evacuation of students.
- Staff member to stay with critically injured students and make arrangements with other teachers to evacuate others.
- File out in single file, use extreme caution in touching things along the exit route.
- Account for all students once outside.

WEAPONS OFFENSES

A weapon of any type poses a serious threat to the safety of school buildings and the students, staff, and visitors who occupy those buildings. A weapon is defined as any object or item that is designed or otherwise used to threaten or inflict bodily harm or injury against another person or group of people. Weapons include, but are not limited to: guns, knives (regardless of design or normal use), clubs, wire-mesh gloves, chemicals, chemical sprays, laser pointers, and look-alike weapons. Items such as pens and pencils and other "everyday" items can also be considered weapons when used improperly. *The school principal is to fill out the Uniform Weapons Seizure Form which is located in the Forms Section of the manual.*

SCHOOL POLICY AND THE LAW

Warwick School policy strictly prohibits the possession of weapons in school buildings, on school campuses, on school buses, and at school-sponsored activities outside of school property. The Warwick School Department has a strict disciplinary policy with regards to weapons at school.

PROCEDURE - STUDENT THREATENING WITH A WEAPON

- Call **911 or the police at 468 - 4200**. Give the operator all the information that you have regarding the location of the student, a physical and clothing description, and the weapon(s) involved. Advise the operator if you are locking down the building.
- If possible, isolate the student and move students from the area without causing injury to yourself or others.
- The principal may order the lockdown depending upon the nature of the incident.
- The principal, or designee, will meet with police officials at a command post outside the school, in the event a student/staff has a firearm. The principal should have as much of the following information available as possible:
 1. Location of the student/staff
 2. Description of the student (sex, race, age, height, weight, hair, clothing, etc.)
 3. Any known weapons (seen by staff or mentioned by the student)

PROCEDURE - STUDENT THREATENING WITH A WEAPON (con't)

4. Names of any staff members that have had contact with the student during the incident
 5. Any statements made by the student
 6. Maps of the school building(s) - these should be part of the "Crisis Kit"
- If the police are able to confine the student to one area of the building, they may determine that evacuation is necessary.
 1. The police will help ensure that no students or staff exits the building so as to be exposed to the student with the weapon.
 2. This may require evacuation of the building in several phases to avoid overcrowding at the exits being used (and related safety risks). Those areas closest to the student with the weapon will be evacuated first.
 3. Those areas directly adjacent to the student with the weapon may have to remain locked down to avoid exposing students and staff to danger.
 - All questions from outside sources must be directed to the media spokesperson at the command post.
 - Be prepared to keep media, parents, and other community members out of the building and off of the campus if necessary; the police secure the campus.
 - Contact the offender's parents.

PROCEDURE - STUDENT IN POSSESSION OF A WEAPON (NO THREAT)

- The principal, or designee, will evaluate the situation and determine whether to approach the student or call the police.
- The principal will consider the following in deciding whether or not to lockdown the building:
 1. The type of weapon(s) involved and location of student, if known
 2. The location of the weapon(s) - is it actually in the student's possession or is it accessible to the student? (If the weapon is in a locker or elsewhere an administrator or staff member should be assigned to monitor that area until police arrive)
 3. The time of day - is it the beginning or end of the day or during lunch when locating and containing the student will be difficult?
 4. Any knowledge of the student's background, emotional state, etc.
 5. Any other information as to the student's intent with the weapon (i.e. a specific time or location for the weapon to be used)
 6. If a lockdown will possibly alert the student and create an unsafe situation.
- At no time should a staff member attempt to forcibly retrieve a weapon from a student. If a student offers to turn over a weapon they should be instructed to put the weapon down and step back from it so that it can be safely retrieved by the staff member.
- If the police are called, the principal and the police officers will search the student/staff in possession of a weapon.
- If a weapon (as defined by the law) is located, the police officers will assume control of the weapon. The principal will ensure that a school investigation is also completed.
- If a weapon is located that violates school policy, but not the law, the principal will conduct a school investigation into the matter. The police will assist with the investigation as needed.

WEAPONS OFFENSES (con't)

PROCEDURE - RECOVERED WEAPON AT SCHOOL

- Call the police dispatcher.
- The officer will take possession of the weapon. Be prepared to provide any information you have on the weapon, such as:
 1. When, where and who found the weapon?
 2. Who has handled it since it was found?
 3. Was in found in a public or private area?
 4. Are there any suspects for possession of the weapons?
- If enough information exists, the officer will conduct a criminal investigation into the manner in which the weapon came onto the school campus. The principal will assist with this investigation if requested to do so by the police.
- Contact the student's parents, if a weapon is in the possession of the student.
- Determine length of suspension, following Warwick School Department policy; convene the MDT, if appropriate.