

WEAPONS SITUATION

The person reporting the incident should describe as accurately as possible:

1. Identity of individual, if known.
2. Detailed description of individual(s).
3. Where the individual is located (i.e. room number).
4. If any shots have been fired.
5. What led to the incident?
6. Number of persons involved.
7. Number & type of weapon(s).
8. Any pertinent background information on individual, including possible reason for carrying a weapon that might have led up to event.

If staff and students must remain in the classroom, they should:

1. Lock the door, if possible.
2. Take attendance, specifically noting students not in class.
3. Move everyone out of sight and onto the floor.
4. Close blinds or pull shades, cover windows.
5. Turn off lights.