

Violent or Criminal Behavior

Immediately contact the building principal if hostile or violent behavior, actual or potential, is witnessed.

1. Initiate immediate contact with security to ensure that a timely response is begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or explosives threaten the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

Hostage Situation

If taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors could be emotionally unbalanced. Don't make mistakes which could harm your well-being.
3. Don't speak unless spoken to, and then only when necessary. Don't talk down to or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible but do not stare.
4. Attempt to keep any students who have been taken hostage with you calm.
5. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, including severe mood swings, irrational actions, etc. Displaying a certain amount of fear may work to your advantage.
6. If the intruder becomes violent, you may direct the students to take cover behind desks and other furniture.
7. Do not make quick or sudden moves. If you must go to the bathroom or need medications or first aid, ask your captors.
8. If it is safe to do so, attempt to get word to the school office.

Be observant when you are released or if you escape. The personal safety of others may depend on what you remember about the situation.

If a hostage crisis occurs, the principal may evacuate the building as quietly as possible. No one should re-enter the building until instructed to do so.

Procedure History:

Promulgated on: May 15, 2017

Revised on: