

# Hostage

## Signals

Use appropriate hostage public address announcement. LOCK DOWN EACH ROOM. Clear hallways and restrooms, lock doors and wait for further instructions.

## Steps of Action

- CALL 911
- Invoke intruder alarm announcement. (May need to invoke by word of mouth)
- Secure immediate area to confine problem
- Secure building by locking appropriate doors, classrooms, and entrances
- Await assistance

## Roles

### Administrator

- Coordinate all necessary communication to staff and local emergency services

### Any Staff

- Call 911

### Teachers

- Stay in classrooms, protect students, take roll and follow instructions of principal
- Lock classroom door and move students away from classroom doors and windows
- Cover windows if possible

# Intruder

## Signals

LOCK DOWN CODE ONE: A life threatening emergency that requires immediate and specific action to ensure the safety to all staff and students.

LOCK DOWN CODE TWO: A serious situation that requires specific action to ensure the safety of staff and students.

LOCK DOWN CODE THREE: A serious situation/tragedy /loss in the school community (staff, students, family, etc.) which may impact lives and participation in the educational process.

## Steps of Action

- Staff members are authorized to activate a LOCKDOWN.
- Staff members are authorized to call 911
- Check for students in the hallway, if safe to do so.
- Lock door, if possible.
- Keep a log of all students in the room
- Use common sense, pay attention to your senses.
- All classroom doors, offices and doors to the other areas of the building should be locked. Principal/administration will determine when to announce the end of the lockdown.

## Roles

### Administrator

- Coordinate all necessary communication to staff and local emergency services

# Intruder

**Intruder**

# Student Runaway/Abductor

## Signals-None

### Steps of Action

- Staff will notify the principal
- Call 911, if necessary
- Contact a parent/guardian
- If student is running away, follow, if possible
- Notify the classroom teacher of student's absence
- If possible, have a description of the student ready to give to the police

## Roles

### Administrator

- Follow the student, if possible, or designate someone to do so
- Contact a parent/guardian
- Give direction to other staff members

### Secretary

- Notify emergency services

### Teachers

- Keep other students in classrooms. If possible, provide a description of the missing student (including the clothing he/she was wearing, when last seen, distinguishing features, etc.) If the student was abducted, provide a description of the abductor and vehicle, if possible.

# Intruder