

WEAPON, BOMB, THREAT/SUSPICIOUS PACKAGE

| WEAPON ON PROPERTY | ACTIONS FOR WEAPON ON PROPERTY |
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| <ul style="list-style-type: none"> • Student injuries and illnesses include, but are not limited to: <ul style="list-style-type: none"> • Sprains, strains, bruises, contusions, and fractures • Mental health critical incidents • Chronic health illnesses such as diabetic shock, epileptic seizures, allergic reactions, etc. • If applicable, employees will follow the dictates of the ill/injured student’s IEP or Emergency Care Plan | <ul style="list-style-type: none"> • Determine if it is safe to approach • Take precautions against contacting bodily fluids • Call 911 if needed • Provide first-aid according to level of training if needed • Identify the victim(s), injury time and location to the main office • The main office shall reach out to the parents/guardians of the victim(s) • Clear the area if needed • Comfort and reassure the victim(s). Do not move the sick or injured unless the scene is safe • If a crime has been committed, secure the scene and do not disturb any evidence • Document student injuries using the state’s Student Injury Report |
| <p data-bbox="159 531 743 562">PUBLIC ADDRESSES FOR WEAPON ON PROPERTY</p> <ul style="list-style-type: none"> • Initiate a LOCKDOWN <ul style="list-style-type: none"> • LOCKDOWN! “Locks, Lights, Out of Sight.” • LOCKDOWN! “Locks, Lights, Out of Sight.” • Lockdowns are released by law enforcement. Room by room, one class at a time | |
| BOMB THREAT/SUSPICIOUS PACKAGE | ACTIONS FOR BOMB THREAT/SUSPICIOUS PACKAGE |
| <p data-bbox="126 861 776 993">• For the purposes of this resource, bomb threats/suspicious packages are defined as threats that an explosive device has been placed in, around, or near a facility, or the detection that a suspicious package could contain an explosive device</p> <p data-bbox="159 1024 743 1056">PUBLIC ADDRESSES FOR WEAPON ON PROPERTY</p> <ul style="list-style-type: none"> • The public address to initiate an EVACUATION <ul style="list-style-type: none"> • EVACUATION! To [a location] • EVACUATION! To [a location] • The public address to release an EVACUATION <ul style="list-style-type: none"> • The EVACUATION is released. All clear • The EVACUATION is released. All clear | <ul style="list-style-type: none"> • Excepting the GO BAG, staff and students should not bring bags, purses, or backpacks with them • If any suspicious items are noted, they should not be disturbed • A bomb threat/suspicious package scene is a crime scene. No attempt should be made to clean up blood or other evidence • If any suspicious items are noted, they should be reported to the staff member’s administrator or supervisor • Administration should secure, but not guard, the area to keep staff and students clear of the suspicious package |

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Bomb Threat/Suspicious Mail or Package

Bomb Threat

- Person receiving the call should:
 - Keep caller on the phone as long as you can.
 - Write down everything the caller says. The more specific the caller is the more credible the threat is.
- Notify your supervisor of the bomb threat
- Supervisor will make the decision if evacuation is needed
 - Alert people in area to evacuate.
 - Shutdown critical equipment if time permits.
 - Proceed calmly to assembly point – check in with supervisor.
 - Call 911 if life is threatened.
 - Have a person knowledgeable about the incident meet emergency response personnel if necessary.
 - Do not re-enter building unless instructed by emergency response personnel.

TEACHER

- Evacuate and/or sweep area for anything that looks out of place or suspicious.
- Evacuate students to the assembly point
- Take attendance

Suspicious Mail or Package

- Don't ignore it.
- Do not open.
- Do not shake it.
- Do not smell/sniff it.
- Do not touch/taste any spilled contents
- Alert others in the immediate area
- Notify you supervisor of the suspicious mail or package
- If possible, place the package in a sealed container (trash bag, zip lock bag, etc.), or cover it, and leave it on a stable surface.
- Call 911 to report suspicious mail or package
- Seal off the immediate area to the best of your ability.
- If possible, wash with soap and water.
- Make a list of persons who were in the immediate area and/or who may have handled the envelope/package.

Alerted Staff

- Shut off ventilation system
- Notify the staff and students and instruct them to remain in their respective areas until told otherwise by a responding agency like the health department. Free movement through school or building should be restricted.
- Follow the instructions given by the responding personnel.