



**NEED  
HELP**

**(PARISH NAME) School Board Numbers**

**Public School Numbers**

Administrative Service Center.....xxx-xxxx  
Superintendent's Office.....xxxx  
Assistant Superintendent.....xxxx  
School SRO Office and Cell # \_\_\_\_\_  
\_\_\_\_\_  
Security (SRO).....xxxx  
Curriculum Department.....xxxx

Resource Center.....xxxx  
Special Programs.....xxxx  
Nurses.....xxxx  
Truancy.....xxx-xxxx  
Evaluation Center.....xxxx  
Technology.....xxxx  
Maintenance.....xxxx  
Food Service.....xxxx  
Transportation.....xxxx



**(PARISH NAME) School Board Numbers**



**Parish Numbers**

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For Any Emergency.....	xxxx	Child Protection Service.....	xxx-xxxx
<b>(CITY NAME)</b> Police Department.....	xxx-xxxx	Homeland Security.....	xxx-xxxx
<b>(CITY NAME)</b> Sheriff.....	xxx-xxxx	Family In Need Services.....	xxx-xxxx
State Police.....	xxx-xxxx	<b>(CITY NAME)</b> Parish Police Jury.....	xxx-xxxx
Poison Control.....	xxx-xxxx	<b>(CITY NAME)</b> Hall.....	xxx-xxxx
FBI.....	xxx-xxxx	<b>(CITY NAME)</b> Town Hall.....	xxx-xxxx
<b>(CITY NAME)</b> Fire Department.....	xxx-xxxx	<b>(CITY NAME)</b> Town Hall.....	xxx-xxxx
Child Find.....	xxx-xxxx	<b>(CITY NAME)</b> Town Hall.....	xxx-xxxx



## Evacuation Procedures

### Administrator's Responsibilities

- Evacuation implemented upon the sounding of the alarm, evidence of fire or other notification.
- Involve other staff as necessary.
- Call 9-911.
- Call Central Office at xxx-xxxx.
- Determine persons with special needs that will require assistance.
- If students/staff need to leave the premises, request transportation to the designated site (xxx-xxxx). Coordinate your effort with Central Office and emergency responders.
- Take the Mobile Emergency Supply Kit.

### Custodial Responsibilities

- Same as Administrator's Responsibilities except do not call Central Office.
- Do call the "On-Call" Supervisor for further direction.

### Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- Close your classroom doors when leaving the room.
- Do not touch the light switches.
- Take your record/attendance books, if possible.
- Assist with the building evacuation by checking bathrooms, etc.
- See that special needs students are physically assisted.
- Take roll call.
- Report missing student(s) ASAP to the Administrator/Designee.
- Remain with classes and await further instructions from the Administrator-in-Charge.



• Evacuation Procedures

Utility Failure



## Utility Failure

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### Administrator's Responsibilities

- Contact the Custodian about the electrical outage.
- Contact the Maintenance Department to address the problem (xxx-xxxx).
- Call Central Office at xxx-xxxx.
- Ensure that the utility company has been contacted.

### Staff's Responsibilities

- Remain in your classroom. Continue to teach and keep students calm.
- Advise students who need to use the bathrooms that the toilet cannot be flushed.
- If school is dismissed early, refer to individual student emergency forms to confirm student destinations.
- Make phone calls as necessary for alternate plans and document the change on the student emergency form.

### Custodial Responsibilities

- Determine the full extent of the power outage for the building Administrator.
- Keep the building Administrator advised of the situation.

## Unidentified Person on School Site

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### Administrator's Responsibilities

- Contact SRO.
- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
  - Call 9-911 (on a cell phone, use the actual number of the police department).
  - Call Central Office to report the incident. Provide the suspect's description.
  - Await a police response.
  - If appropriate, implement heightened security and/or intruder response procedures.
  - If appropriate, declare "lockdown."

### Staff's Responsibilities

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator-in-Charge ASAP.

### Custodial Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business.
- Contact SRO or Administrator-in-Charge. Call 9-911.
- Call Central Office to report the incident. Provide the suspect's description.
- Await a police response.
- Call your Supervisor.

\*Also see: Intruder/Trespassing



## Unidentified Person on School Site

## Weapon on School Property

## Weapons on School Property

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car or anywhere else on school property.

### Administrator's Responsibilities

- Implement heightened security procedures by restricting student movement and/or intruder response plans if the situation appears threatening to the safety of the building. Declare "lockdown" if appropriate.
- Contact SRO, if available.
- Call 9-911.
- Call Central Office at xxx-xxxx.
- Determine if a reasonable suspicion exists to search for a weapon.

### Staff's Responsibilities

- Notify the Administrator-in-Charge ASAP.
- Do not attempt to approach or confiscate.
- If a weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.
- Await further instructions from the Administrator-in-Charge.

### Custodial Responsibilities

- Implement heightened security procedures by restricting student movement and/or intruder response plans if the situation appears threatening to the safety of the building. Declare "lockdown."
- Identify the problem and the location.
- Call 9-911.
- Call the "On-Call" Supervisor for further direction.

## Medical Emergency/Multi-Casualties

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### Administrator's Responsibilities

- Call 9-911.
- Call Central Office at xxx-xxxx.
- Report to the scene. Secure and isolate the area.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the police/EMS emergency information.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.

#### Allergic Reaction

- Notify office/Administrator-in-Charge immediately.
- Call 9-9111 (on a cell phone, use the actual number of the police department).
- Administer counteractive agent (Epi-pen) if necessary.
- Contact parent/guardian.

### Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safer and secured area.
- Call 9-911.
- Notify the Administrator-in-Charge ASAP. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim. Administer first aid.
- Assist the emergency medical responders.
- If the scene is not safe, i.e. electrocution, downed wires, etc., wait for EMS.

### Custodial Responsibilities

- Same as Staff's Responsibilities.





## Fire/Arson

Arson means the unauthorized starting of a fire on school property or assisting another in starting a fire.

### Administrator's Responsibilities

- Evaluate upon the sounding of the alarm, evidence or fire or other notification.
- Call 9-911; give the specific location, if known.
- Call Central Office at xxx-xxxx.
- Determine persons with special needs that will require assistance.
- Assist in evacuating the building.
- Establish a command post for the fire responders, if necessary.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- If students/staff need to evacuate campus, request transportation to the designated site (xxx-xxxx). Also take the Mobile Emergency Supply Kit.
- Signal an "All Clear" when appropriate.
- Notify the custodial staff to recharge/replace the fire extinguishers where appropriate.

### Staff's Responsibilities

- Activate the fire alarm or communicate the need to evacuate.
- Notify the Administrator-in-Charge ASAP.
- Follow the evacuation procedures.
  - Take your record/attendance books, if possible, and close your classroom door.
  - Reassemble your students at the designated area.
  - Take roll call.
  - Report missing student(s) ASAP to the Administrator-in-Charge.
  - Re-occupy the building when an "All Clear" is announced.



Fire/Arson

### **Custodial Responsibilities**

- Evacuate the building by using the fire alarm.
- Call 9-911; give the specific location, if known.
- Call the "On-Call" Supervisor.
- Assist the fire department in locating the utilities.
- Ensure the building is evacuated.
- Re-occupy the building when given and "All clear."

### **Note**

- If arson is suspected, inform the responding police/fire personnel.
- Assist the police/fire.
- Help locate any possible suspect and/or witness.
- If the fire was extinguished, still report the fire to fire department for investigation.

## Severe Weather

**Tornado Watch:** Conditions are right for a tornado.

**Tornado Warning:** A funnel cloud has been sighted. Take cover.

**Note:** At the first sign of lightning, all students should be inside the building.

### Administrator's Responsibilities

- Office staff to monitor the Early Warning Weather Radio.
- Upon activation, office staff shall notify the Administrator-in-Charge at xxx-xxxx.
- Administrator should monitor developing weather conditions.
- If conditions warrant protective measures to be taken, order students/staff to proceed to the shelter area.
- If there is a medical emergency call 9-911.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

### Staff's Responsibilities

- Upon the order to shelter the students, proceed to the shelter area.
- If possible, take your record/attendance book.
- Account for all students. Report missing student(s) to the office.
- If there is a medical emergency call 9-911.
- Notify the Administrator-in-Charge ASAP.
- Keep students quiet and calm.



## **Custodial Responsibilities**

- Monitor developing weather conditions.
- Contact the Administrator-in-Charge for direction.
- If conditions warrant protective measures to be taken, assist students/staff to proceed to the shelter area.
- If there is a medical emergency call 9-911.
- If damage has occurred to the building, evacuate the affected areas/campus.

## Bomb Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the School System.

**Checklist:** (Complete all possible items immediately following the call.)

1. **Time Call Received:** \_\_\_\_\_

2. **Time Call Terminated:** \_\_\_\_\_

3. **Caller's Name and Address (if known):** \_\_\_\_\_

4. **Sex:** \_\_\_\_\_

5. **Age:** \_\_\_\_\_

6. **Bomb Facts (Questions to Ask):**

a. When will it explode? \_\_\_\_\_

b. Where is the bomb right now? \_\_\_\_\_

c. What kind of bomb is it? \_\_\_\_\_

d. What does it look like? \_\_\_\_\_

e. Why did you place the bomb? \_\_\_\_\_

7. **Voice Characteristics:**

**Tone**

Loud

Soft

**Speech**

Fast

Slow

**Language**

Excellent

Good

High Pitch

Low Pitch

Stutter

Nasal

Raspy

Lisp

Distorted

Cursing

Slurred

Foreign

Disguised

Fair

8. **Background Noise:**

Music

Voices

Cellular

Phone

Children

Other

Traffic

Machines

Quiet

Typing

9. **Person Receiving Call:** \_\_\_\_\_

Work Station: \_\_\_\_\_

Date: \_\_\_\_\_



Bomb Threat Checklist

## Bomb Threat Checklist

An evacuation is rarely the safest initial response to a bomb threat. Follow instructions and try to keep your students calm. It is likely that teachers and staff will be asked to search their own areas.

- If you received the threat, preserve the treat (email, note, etc.) and notify the office.
- Be prepared to communicate all known data regarding the treat to police.
- If the threat was called in, complete Bomb Threat Call Sheet.
- Emergency Response Team Members will be assigned to search areas. Teachers and staff will search their own areas.

### Search Instructions for Assigned Areas:

- Do not turn on lights or disturb anything in the room.
- Divide area to be searched in half (based on content, not size).
- Listen for “ticking” or “clockwork” sounds – if a sound is heard attempt to visually locate it.
- NEVER touch a ticking item. If you cannot locate the ticking device and have concerns it may be dangerous; evacuate the room and follow the suspicious object instructions below.
- Search your half of the room at waist height (around 3 feet) and below first.
- Search your half of the room above waist height second.

- When route area is cleared, assist in evacuation as needed.

### If a Suspicious Object/Device is Located:

- Notify teachers and staff and have them prepare evacuation.
- Do NOT touch the object.
- Person who located the object reports to the Incident Commander (Incident Commander will notify the authorities and recall other search teams.)
- Secure the area where the item was located, but do not guard it (stay away from the item). If possible and can be done on the way out of the area, open doors and windows near the item.
- Facility Leader will determine evacuation route and rally point.
- Search teams will re-deploy to search evacuation routes and paths to rally point.

**Evacuation Route/Severe Weather Shelter Maps**



## Biological Attack/Release/Outbreak

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### Indicators of Biological Incident

- Symptoms may not present themselves for 1-10 days, depending on the biological agent, and may include:
- Fever, headache, chills, sweating, weakness and fatigue
- Joint and muscle pain
- Respiratory distress, difficulty talking or eating
- Nausea

### Staff's Responsibilities

- Notify principal's office

### Principal's Office Responsibilities

- Call 9-911 and notify administration.
- Ensure local health department is contacted.
- Conduct attendance audit of visitors, staff, and students.

**Note:** Establishment of information sharing system with public health officials to report excessive/unusual student absenteeism should be considered.

**Consider:** Establishing a location for evacuation, decontamination, or quarantine at the direction/approval of the incident commander.



## Biological Attack/Release/Outbreak



## Nuclear Attack/Release

The explosion of a nuclear bomb, the use of nuclear weapons, usable fissile material, and the seizure or sabotage of nuclear facilities.

- Detonation of a thermal nuclear bomb.
- Bombing of nuclear facility or transportation vehicle (freeway).
- Use of a dirty bomb.
- Use an explosive device to disseminate radioactive materials.

**Note:** The amount of radiation from a "dirty bomb" is unlikely to give you radiation sickness or cancer (dependent on time, rate, distance).

## Staff's and Principal's Office Responsibilities

- Call 9-911 and notify administration.
- Await further instructions.
- Conduct attendance audit of visitors, staff and students.
- Refer to "Radiological Release/Incident" template.



## Nuclear Attack/Release



## Radiological Attack/Release

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### Indicators of Radiological Exposure

- Symptoms usually do not appear for 2-6 hours, even with high doses.
- Some symptoms may include: Nausea, vomiting, diarrhea, dizziness, fatigue, headache

### Staff's Responsibilities

- Close windows and doors.
- Ensure that students do not chew gum, eat, drink, or place objects in their mouth.
- Have students cover nose and mouth with handkerchief or other material.
- Take attendance.
- Wait for further direction from school administration.

### Principal's Office Responsibilities

- Call 9-991 immediately (on a cell phone, use the actual number of police department) and notify administration.
- Public address announcement to staff.
- Control building ingress/egress
- Turn off HVAC (heating, ventilation, air conditioning) system.
- Ensure windows and doors are closed.
- Maintain a closed campus until evacuation or decontamination procedures are implemented by incident commander.
- If within a 10-mile radius of the incident, shelter in place until evacuation procedures are initiated.
- Conduct attendance audit of visitors, staff and students.



## Radiological Attack/Release



**If Possible and Practical:**

- Keep exposure time to a minimum.
- Establish a location for evacuation and decontamination at the direction/approval of the incident commander.
- Contact your local Emergency Manager for recommendations.
- For those buildings within the Ten Mile Emergency Planning Zone of nuclear power plant, please refer to required response plans or protocols
- .



## Chemical Attack/Accident

**Note:** Most chemical agents do not produce a visible cloud.

### Indicators of Chemical Hazard

- Blisters or rashes.
- Unexpected coughing, fatigue. Tearing in eyes, dizziness.
- Unusual liquid droplets or oily film.
- Unexplained animal sickness or death.
- Unexplained odors.

### Staff's Responsibilities

- If a chemical attack or release is suspected, notify the principal's office immediately.
- Advise of injuries/anyone in immediate danger.
- If evident, notify principal's office of adverse physical symptoms present.
- Stay calm and keep students calm.
- Remain in room with doors and windows closed. Await further instructions.
- Take attendance and keep class roster in your position.

- If outside with students, seek shelter immediately.
- Have students cover nose and mouth with handkerchief or other material.

### Principal's Office Responsibilities

- If chemical attack or release is suspected, turn off HVAC (heating, ventilation, air conditioning) systems.
- Call 9-911 (on cell phone, use the actual number of the police department) and notify administration.
- Control building ingress/egress.
- Use PA announcement directing staff and students to remain in classrooms or move to a pre-designed safe/assembly area. **Only at the direction of the incident commander.**
- Conduct attendance audit of visitors, staff and students.
- Public announcement through local emergency manager or broadcast media.



Chemical Attack/Accident



## Explosion

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosions are: **Mechanical, Chemical, Nuclear/Radiologic**

### Staff's Responsibilities

- Written, email, verbal or call-in explosive threat, OR upon discovery of potential explosive device:
- Stay calm.
- Inform principal's office via messenger or building telephone.
- Evacuate to designated assembly area, leaving doors open as you exit.
- Recommend 1,000 feet distance minimum.
- Do not remove any items from the building as you exit.
- Take attendance.
- Report any missing students to principal's office immediately.
- Do not re-enter building.

### Principal's Office Responsibilities

Written, email, verbal or call-in explosion threat, OR Upon discovery of potential explosive device:

- Upon notification, call 9-911 (on cell phone, use the actual number of police department) and notify administration.
- Use messenger to signal evacuation of staff and students to designated assembly area.
- Radio signals and/or electronic devices can activate explosive devices. Do Not Use:
  - Radios
  - Cell Phones
  - Electronic bells/public address system
- Report any unaccounted students to first responders on scene.
  - Fire
  - Police
  - Emergency Medical Services
- Conduct attendance audit of visitors, staff and students.



Explosion



## CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosion)

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### Chemical/Biological/Radiological/Nuclear

If you feel there has been a release of a dangerous substance, notify 911. If the release is inside the school, evacuate upwind and uphill from the school/release point. If the release is outside the school, request fire department assistance in determining if the campus should be evacuated or shelter should be sought inside the school.

### Explosion

Be aware of secondary explosive devices (inside and outside the school) and avoid touching or moving any out-of-place packages or items. If evacuation is required, avoid parking lots.

### Chemical Spills/ Toxic Fumes

If chemical attack or release is suspected, turn off HVAC (heating, ventilation, air conditioning) systems.

1. Call 9-911; notify SOR and administration.
2. Control building ingress/egress
3. Use PA announcement directing staff and students to remain in classrooms or move to a pre-designated safe/assembly area.
  - o Only at the direction of the incident commander.
4. Conduct attendance audit of visitors, staff and students.
5. Public announcement through local emergency manager or broadcast media.

### Biological Attack Release/Outbreak

1. Call 9-911; notify SRO and administration.
2. Ensure local health department contacted.
3. Conduct attendance audit of visitors, staff and students.



## **Radiological Attack/Release**

1. Call 9-911; immediately, notify SRO and administration.
2. Public address announcement to staff.
3. Control building ingress/egress.
4. Turn off HVAC (heating, ventilation, air conditioning) system.
5. Ensure windows and doors are closed.
6. Maintain a closed campus until evacuation or decontamination procedures are implemented by incident commander.
7. If within a 10-mile radius of the incident, shelter in place until evacuation procedures are initiated.
8. Conduct attendance audit of visitors, staff and students.

## **Nuclear Attack/Release**

1. Call 9-911; notify SRO and administration.
2. Await further instructions.
3. Conduct attendance audit of visitors, staff and students.
4. Refer to "Radiological Release/Incident" template.

## **Explosion**

1. Upon notification, call 9-911; notify SRO and administration.
2. Use messenger to signal evacuation of staff and students to designated assembly area.
  - o Radio signals and/or electronic devices can activate explosive devices.
3. Do NOT USE radios, cell phones, electronic bells/public address system.
4. Report any unaccounted students to first responder on scene.
  - o Fire
  - o Police
  - o Emergency Medical Services
  - o Conduct attendance audit of visitors, staff and students.

## Missing/Abducted Students

### Overall Procedures

- If abduction is observed or suspected, call 9-911.
- Obtain a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/ license number of any vehicle seen).
- If a student is missing/abducted, immediately notify the Administrator-in-Charge.
- If possible, obtain a detailed description of clothing/time/location when child was last seen, and photograph of the child if possible.

### Administrator's Responsibilities

#### Missing student

- Conduct an immediate search of the school/school grounds.
- Call 9-911.
- Contact the custodial parent/guardian of the missing student.
- Call Central Office at xxx-xxxx.

#### Abduction

- Call 9-911, provide suspect/vehicle information
- Call Central Office at xxx-xxxx.
- If other students witness an abduction, detain the student for interviews with the Administrator/law enforcement.

### Staff Responsibilities

#### Missing student

- Notify the Administrator-in-Charge.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.

#### Abduction

- If an abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If an abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

### Custodial Responsibilities

- Follow the Administrator's Responsibilities listed in the previous column.
- Call your Supervisor.



Missing/Abducted Students

Death on School Site

## Death on School Site (i.e. natural causes, accidental, suicide or homicide)

### Survey scene to determine safe approach.

#### Administrator's Responsibilities

- Identify the problem and the location. Secure and isolate the area.
- Call 9-911.
- Call Central Office at xxx-xxxx.
- Assist the police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s)/victim(s), if possible.
- Provide the police/EMS with emergency information.

#### Staff's Responsibilities

- Identify the problem and the location. Secure and isolate the area.
- Call 9-911.
- Notify the Administrator-in-Charge ASAP.
- If possible, calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

#### Custodial Responsibilities

- Same as Staff's Responsibilities except do not notify the Administrator-in-Charge.
- Do call the "On-Call" Supervisor ASAP.

## Active Shooter/Dangerous Intruder(s)/Students with Weapon(s)

In the event of a dangerous intruder, no code phrases will be used

### Initial Steps

- During transition times, teachers should gather nearby students into their classroom.
- Teachers will close and lock their doors.
- Teachers and students should move out of line of sight.
- Lights should be off window shades should be down.
- P.E. students or student outdoors should not return to building. They should evacuate to the nearest off-campus shelter location.
- Maintain a calm atmosphere and remain in the locked classroom until the "all-clear" is given.

**The Three Outs:** When security and prevention measures fail and a shooter is in your school; you have only three response options or what's known as the "3 outs".

1. Lock Out or keep the shooter out of your room or facility.
2. Get Out – Run away from the shooter.
3. Take Out – Fight back against the shooter.

### Lock Out

While no location can offer total protection from a shooter, implementing a "lockdown" inside a securable location provides some degree of protection. The purpose of a lockdown is to delay or slow down the shooters progress until law enforcement arrives. While locking the doors is a vital component, there are methods of reinforcing the lockdown that can further deter an attacker. These methods are called target hardening and can include:

- Barricading doors: use desks, chairs, shelves, etc. **Note:** barricades are most effective if the door opens towards the barricade. However, even if the door opens away from the barricade (usually into the hallway), stacked objects can delay an attacker.
- Tying off doors: This action limits the attacker's ability to open doors; even if they are unlocked. Generally, tying off doors is used to reinforce doors that open out (towards the hallway) where barricades have limited value. There are several methods to tie off doors and more than one should be attempted:



Active Shooter/Dangerous Intruder(s)/Students with Weapon(s)

- Tie one end of a belt or electric cord around the handle and secure the other end around a corner and out of site. If the end cannot be secured, have several people hold it, while around a corner and out of sight. This will reinforce any type of door.
- For handicap accessible handles (levers that are pushed downward to open door), chair or stool legs may be wedged between the handle and door, with at least ¼ of the chair extending beyond the doorframe. When the door is pulled to open, the chair catches on the doorframe.
- Doors that have folding hinges above the door may be reinforced by tying the folding hinge tightly so that it cannot expand and allow the door to open.

### Get Out

If you cannot lock the shooter out of your location, attempt to help students **Get Out** of the area by running away. An example of when to implement a “**Get Out**” approach may be if you are in the cafeteria when a shooter enters. Since the shooter is already in the cafeteria there is no point in attempting to implement a “**Lock Out**”; so you order the students to run out through the kitchen and side exit.

**Note:** Using the 3 Out approach, the **Get Out** approach should be implemented using a secondary exit (ground floor windows or exits) if the attacker attempts to defeat the lockdown. If **Get Out** is not an option, the **Take Out** or fight back approach should be implemented as soon as the attacker attempts entry. This includes reaching through a defeated vision panel.

### Take Out

If the attacker is in your immediate area and blocking your path and there is no way you can **Lock Out** or **Get Out**; you must then fight back and **Take Out** the shooter using any available means.

When fighting back, use any available weapon such as a fire extinguisher, chair or even books.

The **Take Out** option is to be used as a last resort.

Teaching or discussing with students the **Take Out** option is not recommended. The **Take Out** option is no different than any other

emergency; staff and faculty must take charge and provide clear direction.

For instance, if the **Lock Out** option is failing and **Get Out** is required through a ground floor window, it is imperative the teacher direct students. This direction should include not just climbing out the window but where to go next.

If the **Take Out** option is required, the teacher should prepare the students with clear and confident instructions. Should an attacker be attempting to defeat a lockdown and **Get Out** is not possible the teacher should order students to grab books and chairs and throw anything and everything they can find at the attacker should he/she attempt to enter the area.

**ALL  
CLEAR**