**Tactical Responses to Criminal Incidents Template**

Fulfils Education Code 32282 (J) 

FINAL VERSION WITH DISTRICT/SCHOOL INFORMATION NOT TO BE INCLUDED FOR PUBLIC VIEWING AS IT CONTAINS SENSITIVE SAFETY INFORMATION

IMPORTANT NOTE: The information presented in this document is intended to outline potential emergency response options available to school personnel in an active shooter / armed assailant situation**. This should NOT be incorporated into Comprehensive School Safety Plans until school and district staff can be trained on these concepts.**

**Active shooter / armed assailant situations**

“Active shooter situations” are defined as those where an individual or individuals are “actively engaged in killing or attempting to kill people in a confined and populated area.” Active shooters / armed assailants frequently use firearms, but attacks of this type can also be made with other types of weapons (knifes, swords, etc.). These situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter / armed assailant situation before law enforcement personnel arrive on the scene. No single response fits all active shooter / armed assailant situations; therefore it is essential all members of the school staff know their options for response and are prepared to act decisively to protect their students and themselves.

The [enter school or school district name here] has adopted two safety protocols to response to criminal incidents on our campuses. The first is the **Standard Response Protocol (SRP)**, which is an overarching safety system. The second is **Run, Hide, Fight**, a very specific system that provides choices to school staff in the event of an armed assailant situation on campus. The SRP and Run, Hide, Fight are intended to supplement one another.

**Standard Response Protocol**

The SRP is a response enhancement to critical incidents, designed to provide clear, consistent language and actions among all staff, students and first responders.

SRP consists of four specific actions:

**Lockout:** This protocol is used to safeguard students and staff when there is a potential threat OFF CAMPUS. For example, police activity in the neighborhood surrounding the school campus.

**Lockdown:** This protocol used to safeguard students when a potential threat is ON CAMPUS. For example, an armed intruder spotted on campus.

**Evacuate:** This protocol is used to move students and staff from one location to a different location in or out of the building.

**Shelter:** The protocol is used when specific protective actions are needed based on a threat or hazard.

Outlined below are the procedures for each of the four actions.

**LOCKOUT**

When there is a potential threat outside of the school campus, students will be brought inside and all perimeter doors and gates will be locked. No visitors will be permitted in our out until the potential threat is resolved.

A call will be made over the school’s public address system and will be repeated twice: **Lockout: Get inside, lock outside doors. Lockout: Get inside, lock outside doors.**

Students are trained to:

* Return to inside of building
* Do business as usual

Teachers are trained to:

* Recover students and staff from outside building
* Increased situational awareness
* Take roll, account for students
* Do business as usual

**LOCKDOWN**

When there is a serious, immediate hazard on campus, a lockdown will be called. No visitors will be permitted in our out until the potential threat is resolved.

A call will be made over the school’s public address system and be repeated twice: **Lockdown: Locks, Lights, Out of Sight. Lockdown: Locks, Lights, Out of Sight.**

Students are trained to:

* Move away from sight
* Maintain silence

Teachers are trained to:

* Lock classroom door
* Lights out
* Move away from sight
* Maintain silence
* Do not open the door
* Take roll, account for students

**EVACUATE**

Evacuate is called to move students and staff from one location to another. A call will be made over the school’s public address system and be repeated twice: **Evacuate [enter location] Evacuate [enter location].**

Students are trained to:

* Leave belongings behind
* Bring their phone
* Form a single file line
* Form a single file line and hold hands with the person in front and behind you (Elementary Students)

Teachers are trained to:

* Grab roll sheet if possible
* Lead students to Evacuation location
* Take roll, account for students

**SHELTER**

Shelter is called for a specific safety strategy. For example, hazmat, earthquake or flood. A call will be made over the school’s public address system and be repeated twice: **Shelter [enter the hazard and safety strategy] Shelter [enter the hazard and safety strategy].**

Hazards might include:

* Hazmat
* Earthquake
* Flood

Safety Strategies might include:

* Evacuate to shelter area
* Seal the room
* Drop, cover and hold
* Get to high ground

Students are trained to:

* Recognize appropriate hazards and safety strategies

Teachers are trained to:

* Recognize appropriate hazards and safety strategies
* Take roll, account for students
* Report injuries or problems, at the Evacuation Assembly, to first responders using Red Card/Green Card method.

[ENTER CAMPUS SPECIFIC SRP INFORMATION HERE INCLUDING HOW STAFF AND/OR STUDENTS ARE TRAINED, FREQUENCY OF TRAINING AND HOW DRILLS ARE CONDUCTED, AND REUNIFICATION PROCEDURES IN THE EVENT OF AN EVACUATION]

**Run, Hide, Fight**

The [enter school or school district name here] has adopted the Run, Hide, Fight model as a tactical response to criminal incidents. It is important to note that Run, Hide, Fight are not progressive actions, but rather, are response options where our environment dictates our tactics.

All employees are authorized to take immediate action to protect themselves and students if they see or hear anything that causes them to believe an active shooter /armed assailant situation is occurring or is about to occur.

*[Run, Hide, Fight may also be referred to as Avoid, Deny, Defend or Get Out, Hide Out, Take Out]*

**Staff should act immediately if you or your students:**

* Hear a sound that might be gunfire
* See something that looks like a weapon being carried or used on or near the campus.
* Sense any other indication of an active shooter / armed assailant threat.

**Quickly evaluate which option (Run, Hide or Fight) will best protect you and your students:**

* Be decisive. Communicate your plan to your students and act quickly.
* Call 911 and the School Office as soon as it is safe to do so.

**Run:** If you can get yourself and your students safely away from danger, do so immediately. Only Run if you are certain you know the exact location of the assailant or you can visualize a route that will get your students and yourself safely off campus.

* Don’t carry anything with you. Police may mistake an item in your hands as a weapon.
* Leave everything behind.
* If you encounter people along the way, warn them and take them with you, but don’t stop if they refuse to come. You may use reasonable force to take a student with you if you can do so without endangering yourself or the other students in your care.
* Place terrain and buildings between you and the assailant to cover your escape.
* Keep going until you are certain you are out of danger.
* Call 911 as soon as it is safe to do so.
* Keep your students with you. Call [insert phone #] to report your location and obtain instructions.

**Hide:** If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and LOCKDOWN.

* Lock the doors
* Close and lock windows and close blinds or cover windows
* Turn off lights
* Barricade the doors with heavy furniture
* Silence all electronic devices
* Remain silent
* Position occupants spread out and out of line of sight from room entrances and windows
* Prepare to take action if the assailant attempts to get in the room
* Call 911 as soon as it is safe to do so
* Remain in place until evacuated by identifiable law enforcement officers

**FIGHT:** **This is always the option of last resort!** Never seek out confrontation with an active shooter / armed assailant. If you are confronted by an active shooter / armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. If you choose the FIGHT option, commit to your actions.

* If you are in LOCKDOWN (Hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
* Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.)
* Staff members may consider using aggressive and violent force to

surprise and overwhelm the assailant.

[ENTER CAMPUS SPECIFIC INFORMATION HERE INCLUDING HOW STAFF AND/OR STUDENTS ARE TRAINED, FREQUENCY OF TRAINING AND HOW DRILLS ARE CONDUCTED, AND REUNIFICATION PROCEDURES IN THE EVENT OF AN EVACUATION]