

# APPENDIX F WEAPONS FIRED

## EMERGENCY PROCEDURE – WEAPONS FIRED

SHOTS FIRED AT OR NEAR SCHOOL	
1. Notify police department using 911.	
Responsibility of _____ or _____	
2. Safety is the main concern. Keep everyone in an area under cover and conceal if possible. Stay behind solid walls and doors. Keep away from windows.	
Responsibility of _____ or _____	
3. If the suspect is seen do not engage the suspect. This could generate a hostage situation.	
4. If the suspect is outside try to keep him/her outside. If it is safe, lock the entry doors.	
5. A suspect should be considered armed, unstable and extremely dangerous.	
Responsibility of _____ or _____	
6. Have a special/pre-arranged all-clear signal when situation/school is safe/secure.	
Responsibility of _____ or _____	