

Additional Sample Emergency Protocols

These protocols can be used with school staff in discussions and staff meetings.

1. It is 7:30 am and school begins at 8 am. As students are arriving, your office staff respond to a call from the police telling you to lock down the campus but are given no other information. What should you do?
2. Recess is about to end and someone approaches the front office with a rifle. What should you do?
3. Students are arriving for the start of school and a truck barrels through the side of your school and an armed individual gets out. What should you do?
4. Your site is a large, comprehensive high school and is not fenced in. Five minutes after school dismisses, you hear someone yell "gun" and shots are fired. What do you do?
5. Your site is a rural school of about 400 students and you hear shots fired and screaming near the school site but have no idea what is taking place. What should you do?
6. During recess, someone walks onto campus and onto the playground. Shots are fired into groups of students who are playing on the blacktop. Think through this scenario with your staff. How would you have conversations with students about preparing for an incident like this? How would you advise them to respond?
7. Lunch service is in full swing in your cafeteria, the room is full of students eating lunch, and someone walks in with a knife and begins to threaten a staff member there. What should staff and students do?
8. A trusted neighbor calls right before dismissal to lunch and says she saw someone with a rifle heading onto campus from a site entrance. What should you do?
9. A gunman starts shooting at students from a fence at the far side of the playground during recess. What do you do?
10. A gunman walks into a classroom and starts shooting. The teacher is unable to contact anyone to let others know what is taking place or where it is happening. You have minimal information about what is taking place. What should you do?

Work with school staff to create a half dozen scenarios that are specific to that school site and instruct them to really think out of the box for out of the ordinary situations that might arise. Consider presenting a scenario with staff at a meeting and have them walk through the campus and play out their responses, discussing in large or small groups what split decisions they might need to make so as to help them think through emergencies with little assistance.