

# Active Shooter Protocols

- All teachers must keep classroom doors **locked** at all times.
- If in the classroom during the actual shooting please follow:
  - **Lock, lights, out of sight (safe wall) and when necessary: fight back.**
  - In the event of an actual shooter, close your door, get the lights, and have everyone hide. If possible, have students push desks to the door.
  - No student is allowed to enter once the classroom doors are closed.
- If not in the classroom: **Run, Hide, Fight.**



How to Respond in an  
**Active Attacker Situation**

**Run**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

**Hide**

- Your second option should be to hide.
- Do not huddle together, because it makes an easy target.
- Lock and barricade doors and shut off lights.

**Fight**

- Fighting is a last resort to be used only when your life is in imminent danger.
- Attempt to incapacitate the attacker.
- Find an object to use as a weapon, such as a fire extinguisher or chair.

# Active Shooter School Drill

ONCE THE ANNOUNCEMENT OR WARNING SIREN OF A LOCKDOWN IS ANNOUNCED, FOLLOW THESE STEPS:

1. IF YOU ARE IN THE HALLWAY, MOVE QUICKLY AND SAFELY TO THE NEAREST CLASSROOM. (Do not return to your classroom or homeroom.)
  2. LOCK THE CLASSROOM DOOR. (Cover the glass opening on the door.)
  3. BUILD A BARRICADE IN FRONT OF THE DOOR. (For example, with student desks.)
  4. CHECK AND SECURE THE WINDOWS AND CLOSE THE BLINDS.
  5. IMMEDIATELY TURN OFF ALL LIGHTS. (Including TVs, and computer screens.)
  6. ALL STUDENTS AND TEACHERS MOVE TO THE DESIGNATED AREA IN THE CLASSROOM. (Safe wall.)
  7. TAKE ATTENDANCE OF EVERYONE IN THE CLASSROOM.
  8. WAIT FOR THE ALL CLEAR FROM A RECOGNIZED OFFICIAL.
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- Students in the gathering room must run to room 309/310 as fast as possible.
  - If teachers are in the teacher's lounge, please close the locked door, get the lights, and lean against the wall not directly in front of the door.
  - Students out for recess must hide behind cars or if further back, should run to the back and hide behind the trees.
  - Babysitter(s) must run into the sleeping room with the kids, lock the door and get the lights.
  - If you are inside a bathroom, move to a stall, lock it, and stand on the toilet.
  - Do not pull the fire alarm under any circumstances.
  - Cell phones must be silenced.