

Suspected Weapon in the Building

Staff

On - Site Administrator

1. Notify office personnel immediately.
2. Do not approach someone with a weapon.
3. Remain calm.
4. Initiate lock-down procedures.

1. Assess the situation.
2. Notify Williamson County Sherriff's Office.
3. Determine the location of the suspected weapon.
4. Campus Administration will report the situation to others as necessary.

Intruder in the Building

Staff

On - Site Administrator

1. The first staff member(s) to come in contact with the intruder should attempt to direct him away from students and signal the nearest staff member to contact administration.
2. Initiate lock-down procedures as directed:
 - A. Lock the classroom door.
 - B. Keep all students inside the room away from doors and windows.

1. Announce to the building: "Staff, initiate lock-down procedures."
2. Notify Williamson County Sherriff's Office.
3. Send a building administrator to the outside athletics areas.
4. Attempt to isolate the intruder away from students and staff.
5. Hold all bells.
6. The nurse will remain in the clinic if there is no injury. IF there is an injury, the nurse will assist the injured person when it is safe to approach the area.

Hostage Situation

Staff

On - Site Administrator

1. Develop a class list to ascertain the names of the people being held.
2. Go into emergency lockdown and keep students away from windows and doors.

1. Assess the situation. (weapons, number of students involved, location)
2. Isolate the situation and notify Williamson County Sherriff's Office. Provide as much information as possible. Report the situation to the office.
3. Move students and staff away from the location of the hostage situation.
4. Refer media calls to the principal and document activities.
5. Provide emergency personnel with a campus map.