

Sample Checklist for Student Unrest and/or Demonstration

Notify municipal law enforcement early in the incident of student unrest and/or demonstration. Remember that in many cases, municipal police departments may need time to assemble adequate police officers from surrounding agencies.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Procedures for Student Unrest and/or Demonstration:	
The principal/designee will contact 911.	
The principal/designee should assess the situation as follows: <ul style="list-style-type: none"> • Where is the disturbance occurring? • When did it begin? • How many people are actually involved? • What is taking place? • Has any actual violence occurred at this time? • What is the purpose or intentions of the group? • Are the identities of participants known? 	
Attempt to isolate and contain the area of the disturbance.	
Prepare for a possible lockdown.	
Shut off bells.	
Identify and meet with student representative to address their issues.	
Teachers should make a list of students absent from their class.	
Document the issues identified.	
Develop a plan to address identified problems.	
Notify the Superintendent's Office.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	