

## Sample Checklist for Fighting

**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
<b>Procedures for Handing a Fight:</b>	
Contact municipal law enforcement and superintendent, depending on severity of incident.	
Upon receipt of a report of a violent act, alert the nurse to report immediately to the location of the act.	
Staff responding to the incident should assess and evaluate: <ul style="list-style-type: none"> <li>• The size and number of students involved.</li> <li>• Physical location of the disturbance.</li> <li>• Weapons that are involved.</li> <li>• Proximity of individuals who can help diffuse the situation.</li> <li>• Recognize there may be subtle things going on simultaneously that are being expressed in the conflict.</li> <li>• Alliances that might exist.</li> </ul>	
Dismiss the audience.	
Identify yourself to the fighters in a loud voice.	
Call the students by name, if known.	
Attempt to identify the weaker fighter (giving him/her a chance to flee).	
Separate the aggressor from the victim.	
If a weapon is identified, seek cover and attempt to move all bystanders to a safe location. Call 911 and the principal's office. At this point, follow checklist for an armed intruder.	
Move participants to neutral locations, and then move them to the school office.	
Obtain identification.	
All persons involved should be checked by the nurse as soon as possible for injuries.	
If injuries have occurred, report the incident to municipal law enforcement and/or other child serving agencies that may be providing services to the participants.	
If necessary, 911 should be called for additional medical support and transportation to local hospitals.	
Record where the injured parties have been transported.	
Call the parents/guardian or next of kin of those involved. Report the location of the hospital where transported to (if necessary), the details of the incident, and any consequences, if known.	

Staff responding to the incident should describe the incident in writing.	
Debrief relevant students and teachers.	
Participants will be scheduled for conflict resolution sessions.	
Discuss and identify protection and support for victim (s).	
Schedule counseling for victim (s) for as long as needed.	
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:	
<p>When responding to a violent act:</p> <ul style="list-style-type: none"> <li>• Walk briskly, don't run.</li> <li>• Use common sense and good judgment to try to protect students and diffuse the situation, but do not place yourself in a dangerous situation.</li> <li>• If blood is evident, care should be taken to avoid exposure of open skin lesions or mucous membranes to the blood. Whenever possible, latex-free gloves should be worn when dealing with injuries, following biohazards guidelines.</li> <li>• Stay away from the middle of the conflict.</li> <li>• Do not allow anyone to hit you.</li> <li>• Remove glasses.</li> <li>• Give specific commands in a firm, authoritative voice.</li> <li>• Defer to rules, not personal authority.</li> <li>• Avoid physical force, if possible, but use force in self-defense.</li> </ul>	