

Sample Checklist for Weapons Situation

Administrators and all staff should be trained in recognition signs of possible hidden weapons on students or intruders. All students should be encouraged to report any information about weapon possession or rumors that someone has a weapon.

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
Weapons Situation Procedures:	
Anyone with information about a weapon on campus should report it immediately to the principal.	
Principal notifies Threat Assessment Team members to evaluate threat.	
Threat Assessment Team members assess the situation and gather as much information about the person, weapon, and the intent of the person in bringing it to the school.	
Call 911 and request police response immediately.	
Institute lockdown procedures.	
Notify Superintendent.	
A team of staff members should locate and isolate the individual.	
Ask the individual to put the weapon down. If they refuse, do not argue.	
If individual hands over the weapon, put it in sealed bag with a signature, date, and time.	
Record the name of any other person who handled the weapon.	
Law enforcement arrive on the scene.	
The school Incident Commander turns over command to the ranking police officer as the overall Incident Commander.	
Brief Police Incident Commander of the situation facts upon arrival at the school including identity of the individual, type of weapon, and his/her location in the building.	
The school Incident Commander should report to the Joint Incident Command Post.	
Upon arrest of the individual holding the weapon, the control of the school is returned to the Administration.	
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:	
Do not allow the individual to go to a locker or the restroom.	
Be calm and move slowly when confronting the individual.	
Be aware of your voice tempo, tone, and volume.	
Do not attempt to grab the weapon or touch the person.	
Respect their personal space.	