

Active Shooter Protocol



- 1 Initiate a lockdown, evacuation, etc.
- 2 Call 9-1-1 and provide as many details as possible.
- 3 Direct program staff and students inside and outside the building to move immediately to the program's assigned space _____ for immediate lockdown.
- 4 Direct students to move away from windows and doors.
- 5 Keep children calm.
- 6 Turn off all devices and remain quiet.
- 7 Account for all students sheltered in the assigned space labeled _____ using a Name to Face form.
- 8 If items are available to shield students and staff, use those available items to keep students safe.
- 9 EVACUATE to _____ if/when deemed safe to do so.
- 10 If an active shooter or intruder enters the use WHATEVER means necessary to keep you and your students safe. This may include any and all forms of resistance to the threat.
- 11 When safe to do so, call Area Manager. If the Area Manager is not available, call the Senior Area Manager, and if the Senior Area Manager isn't available, contact the Regional Vice President.

POLICE: 911

AM: _____

RM: _____

RVP: _____

RELOCATION SPACE: