

## ONSITE ACTIVE SHOOTER PROTOCOL AND EVACUATION PLAN

### Steps for Evacuation (Shooter in the Building)

Depending on the scenario (i.e. where you are located in the building and where the shooter is located or moving toward), follow the range of possible actions to take:

1. Principal, Staff and/or family notifies others of Gunman in Building.
2. Quickly assess the situation. Do not scream or push others. Try to remain calm.
3. If possible, any staff present should attempt to contact law enforcement immediately. Provide as much information as possible to law enforcement including number and location of shooters, physical description of shooter(s), number and type of weapons held by shooter(s), possible number of victims, and any individuals who may have special accommodation needs (AFN individuals).
4. Per the Cal OES handbook, staff and students should evacuate, leaving all non-lifesaving belongings behind, and use the ‘buddy-system’ if possible. Staff should also be prepared to provide assistance to those that may need special accommodations or care to safely evacuate.
5. Students and staff should always use the nearest and safest route to exit the building. When exiting, students and staff can and should use any means necessary to defend themselves or others to safely exit. Per the Cal OES guidance plan, this can include throwing items to distract the shooter, improvising weapons from nearby items, using furniture to temporarily shelter when moving toward an exit, and/or breaking school property or windows to clear a path to exit.
6. If door exits are blocked by shooter(s), students and staff should head to the nearest office, lock the door, close the interior blinds, break the exterior window using hammers, and exit the building.
7. Whenever possible, students and staff should help or encourage others to move toward safety (especially those who might become frozen out of fear) but should not risk their life if another refuses to move.
8. Once students and staff have exited the building quickly, quietly, and safely head toward our pre-arranged evacuation site. When law enforcement has stabilized the situation and released students and staff, parents will be notified where they can pick up their student. If law enforcement is already present, follow their direction including any possible change to the evacuation site or where to shelter until the incident is over.
9. Once at the evacuation site, staff will take attendance to be sure that all students who were onsite at the time of the incident are accounted for. Any student not accounted for should be reported to law enforcement immediately.

10. Principal and/or front office staff sends out the following all-call to parents and/or guardians: “Tehama eLearning Academy has had an incident. Law enforcement is on scene. Do not attempt to pick-up your student(s). Once cleared by law enforcement, you will be notified where and when to pick-up your student(s). Check with law enforcement and/or the local media/radio for updates.”
11. Once clearance has been given by law enforcement, the principal and/or front office staff sends out an all-call to parents and/or guardians instructing them where and when they can pick-up their student(s).
12. Students will be released to parent or guardian by school staff.

#### Sheltering in Place (Active Shooter Nearby; Not In Our Building)

1. Principal, staff and/or family notified of lockdown.
2. Principal and/or front office staff announces, “LOCKDOWN.”
3. Quickly assess the situation. Do not scream or push others. Try to remain calm.
4. Lock doors. Turn lights off. Draw blinds. Get to the floor. Remain silent and still. Be vigilant and alert to possible next steps to remain safe.
5. If possible, principal and/or front office staff sends out the following all-call to parents and/or guardians: “Tehama eLearning Academy is on LOCKDOWN. Do not attempt to pick-up your student(s). Once cleared by law enforcement, you will be notified where and when to pick-up your student(s). Check with law enforcement and/or the local media/radio for updates.”
6. Students should stay off their phones and/or social media, Using phones only as necessary to communicate with parent or guardian.
7. Students should remain sheltered in place with staff until staff has been notified by law enforcement that the incident is officially over, and it is safe to leave the premises.
8. Principal and/or front office staff will announce, “ALL CLEAR.”
9. If students are to be released to parents, principal and/or front office staff sends out an all-call to parents and/or guardians instructing them where and when they can pick-up their student(s). Otherwise, staff sends out an all-call to announce that the situation is resolved and the lockdown has been lifted, and students will resume regular school activities and be released at the normal time and manner.

Adopted: February 8, 2018

Amended: