

DEMONSTRATION/RIOT

**“Clear the Halls”
“Secure the School”**

DATE / /

An event where a group of people threaten to disrupt school activities, cause personal or property damages.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Obtain as much information as possible about the size of the group		
		Assess the type of action engaged in (e.g. blocking traffic, yelling at passersby)		
		Notify principal or designee as soon as possible		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Keep students and staff at a safe distance from the demonstration		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Determine whether to ask demonstrators to disperse		
		Convene the school crisis team if deemed appropriate		
		Decide whether or not to contact law enforcement		
		“Clear the Halls,” or “Secure the Building” depending on the circumstances		
		Request students who are in bathrooms or halls to join closest class		
		Contact superintendent		
		Inform media or assign task to Communication Coordinator, if deemed appropriate		
		Keep an informal time and procedures log of crisis response activities		
		Debrief school crisis team and staff		
		Complete and file an incident report		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Decide what additional resources and support will be needed		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee with notifying parents as appropriate		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to treat injuries and help EMS as needed		
		Assess the degree of injuries and report back to principal or designee		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Wear identifying vest if directed by principal or designee, and assist police with traffic control		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		