



Active Shooter on School Site Procedures

Administrators Responsibilities

- Declare a “Lockdown” via phone lines and PA
- Identify the problem and the location. Secure and isolate the area.
- Call 9-1-1. *Caller needs to give a detailed discretion of the location within the facility.* Sherriff’s office is 830-374-3615
- Call Superintendents office 830-365-4000
- Assist Law enforcement in locating and identifying the possible suspects and victims
- See Emergency folder for other actions

Staff’s Responsibilities

- If shots are heard, instruct students to **“Drop to the floor /ground”**.
- Lock Room and turn off lights.
- Move students to a place in the classroom away from the main door and or windows.
- Discourage discussion from students (be as quite as possible)
- Notify the administrator
- Advise them of any injuries/property damage
- Take attendance. Report anyone missing and/or additional students to the Administrator/Designee.
- Wait for Law Enforcement/Emergency Responders to arrive.
- See Emergency folder for other actions

Auxiliary Personnel’s Responsibilities

- Call 9-1-1. *Caller needs to give a detailed discretion of the location within the facility.* Sherriff’s office is 830-374-3615
- Call Campus Administrator to offer assistance.
- Assist law Enforcement in locating and identifying any possible suspects and victims.
- See Emergency folder for other actions

Students not in a classroom

- Students in hallway - need to go to nearest classroom and follow all procedures.
- Students in outside activity – need to “Drop to the Ground” and await teachers instruction to move to a safe location.