

NRHEG Administrative Protocol:
Response to Reported School Shooting Threat
School Day Threats

Purpose

To ensure a clear, consistent, and legally sound response when a student, staff member, or community member reports a possible threat of violence towards the school or students.

Step 1: Immediate Response

- Treat all threats as credible until proven otherwise.
- Ensure safety first. Move to a secure area if danger is imminent.
- If an immediate threat exists:
 - Call 911 and initiate the District Crisis Response Plan.
- Document the report verbatim. Record who made the report, when, where, and what was said.
- Ask clarifying questions calmly (Who? What? When? Where? How?) without leading the reporter.

Step 2: Notification

- Notify the Principal or Superintendent immediately.
- Contact law enforcement to begin a joint investigation.
- The Superintendent will coordinate legal and communication steps.

Step 3: Threat Assessment Process

- Assemble the Threat Assessment Team:
 - Administrator, Counselor, Licensed School Social Worker, and teacher(s) familiar with the student
- Interview involved parties:
 - Student who reported the threat
 - Alleged student making the threat
 - Any witnesses or others with information
- Secure and review evidence:
 - Social media, notes, texts, videos, etc.
- Document every step.
 - Include times, names, actions taken, and decisions made.

Step 4: Determine Threat Level

- Transient Threat: Impulsive comment, no plan or means.
- Substantive Threat: Specific plan, means, or intent to harm.
- Involve law enforcement in all determinations.
- Take protective action:
 - Remove the student from school pending investigation.
 - Notify parents/guardians immediately.
 - Reference the district's [Positive School Climate Expectation Guidelines](#) document

Step 5: Communication & Follow-Up

- Parent Communication:
 - Inform parents of both the reporting student and the accused student.
 - Thank the reporting student/family for speaking up.
- District Communication:
 - All public or community messaging is coordinated through the Superintendent.
- Support Services:
 - Offer counseling for affected students and staff.
- Debrief and Review:
 - Threat Assessment Team meets post-incident to review response and update procedures if necessary.