

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

A report or message (text, email, social media, voicemail, etc.) is received **outside of school hours**, such as 8 p.m. on a school night.

1. Treat as Credible and Act Immediately

- Do not wait until morning.
 - All threats must be treated as credible until investigated.
- Preserve any evidence.
 - Save screenshots, messages, or recordings.

2. Initial Notification

- The staff member receiving the report must contact the Principal or Superintendent immediately.
- If neither can be reached promptly, contact law enforcement directly (911 or the local non-emergency line).

3. Administrative Actions After Hours

- Administrator contacts law enforcement to provide all known details (names, time, how information was received).
- Coordinate with the police to determine:
 - Whether a wellness or safety check is needed that evening.
 - Whether to secure school property overnight.
- Notify the Superintendent to determine if the District Threat Response Chain is required.

4. Documentation and Preparation

- Document every step taken: time of report, actions, and who was contacted.
- Preserve all evidence for the Threat Assessment Team.
- Law enforcement determines whether further steps (such as arrest, a mental health evaluation, or a property sweep) are needed before morning.

5. Morning Procedures

- Do not allow staff or students into the building until law enforcement confirms it is safe.
- Convene the Threat Assessment Team as soon as possible to review findings and continue the process under regular school procedures.
- Communicate through the Superintendent's office regarding delays, closures, or parent notifications. (as needed)

Step 6: Communication & Follow-Up

- Parent Communication:
 - When appropriate, thank the reporting student/family for speaking up.
- District Communication:
 - All public or community messaging is coordinated through the Superintendent.
 - The Superintendent will determine whether information deemed “not credible” will be communicated to parents.
- The Threat Assessment Team meets post-incident to review response and update procedures if necessary.
- The building principal will reference the district’s [Positive School Climate Expectation Guidelines](#) document for additional steps as needed.



Key Reminder:

After-hours threats are **law enforcement-led incidents first**, followed by the school’s **threat assessment and communication process** once safety is ensured.