

## Sniper Gunfire

### If in the building:

- Instruct all students to lie on floor and under protection such as desks or tables
- Close and lock the door
- Do not open the door for anyone that you do not recognize as an authority
- Report the gunfire to the principal's office
- If it can be accomplished without placing you or your students in harms way, close all window blinds and cover door windows
- Request assistance from nurse's office if you suspect that there are any injuries
- Follow established procedures for lock-down and wait for further instruction

**OVER**

**Sniper Gunfire**

## **If on school grounds:**

- **Instruct students to run to the nearest school building if outside when gunfire erupts**
- **Notify the principal's office**
- **Remain calm and note any details of the incident**
- **Request assistance from nurse's office if you suspect that there are any injuries**
- **Take a count and report the number of students in your charge to the principal's office**
- **Give students a chance to discuss the incident once the danger is eliminated and you have returned to a normal routine**