

Part 2 - Section 8 **HOSTAGE SITUATION**



TIPS FOR BETTER BUILDING SECURITY

HERE IS WHAT YOU NEED TO KNOW AND WHAT YOU SHOULD DO FOR BETTER BUILDING SECURITY

- Lock all exterior doors that are not being used for activities.
- Lock all interior areas containing expensive equipment such as computers.
- Make sure that all door locks and window latches are in good working order.
- If you see someone in your building you do not know, determine who he or she is and why he or she is in your building.
- Report stolen or missing keys immediately.
- Keep trees and shrubs trimmed so that windows and doors are not blocked.
- Check your exterior lighting to make sure everything is working properly.

- Exterior gates and other entrance devices should be secured properly.
- At night, window shades should be down and closed to prevent easy “casing” by would-be burglars.
- Make sure that all Center Unified property is clearly marked with the school name and location code.

If you need additional information about how to improve the security of your building, call the CENTER UNIFIED DISTRICT OFFICE.

**CALL 911. TELL CMT
MEMBERS TO
RESPOND TO A
DESIGNATED AREA.
GATHER AS MUCH
INFORMATION AS
POSSIBLE AND ORDER
A SCHOOL WIDE
LOCKDOWN.**

**Hostage situation
will be turned over
to the Sacramento
Sheriff's
department. It is
the sheriff's
department's
responsibility to
bring the situation
to a successful
conclusion.**

Call 911. Tell the dispatcher the events and identify an assembly area away from the hostage location for responding officers. Tell CMT members to respond to a designated area. Begin gathering as much information about the situation as you can.

- Order a school-wide lockdown. This will stabilize areas around the incident and make for an easier evacuation away from the danger.
- Sheriff liaison member of CMT should be waiting at assembly area for sheriff to arrive.
- RLUSD District Office. Provide staging locations when giving information.
- As sheriff officers arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
- Actual hostage situation is turned over to the sheriff department.

Gather information on students involved and provide information to sheriff department. If a parent of a student is involved, gather information about the child.

WHEN SHERIFF'S ARRIVE, PREPARE TO PROVIDE THE FOLLOWING INFORMATION TO THEM:

- The number of hostage takers.
- Description of hostage takers.
- Type of weapons being used.
- The number and names of the hostages.
- Any demands or instructions the hostage taker has given.
- Description of the area. (Maps, and diagrams even if hand drawn, are valuable to sheriff.)

CRISIS MANAGEMENT TEAM SHOULD BE DOING THE FOLLOWING:

- Recording events.
- Preparing the off-site evacuation route and location.
- Preparing the media staging area.
- Accounting for students as they are evacuated.
- Acting as a sheriff liaison when communicating between school and sheriff officials.
- Contacting transportation and arranging bus staging area.
- Counseling services being requested to the school.
- Making sure emergency response kit leaves the school during evacuation.
- Establishing school command post at the off-site location.
- Preparing parent reunion location.
- With assistance of Community Relations, implementing hotline number for parents to call.

**Limit cell phone usage to priority communication.
Notify sheriff of any missing students.**

It is the **sheriff department's responsibility** to bring situations like this to a **successful conclusion**. Once as much of the school has been evacuated as can be done, **school personnel** should focus on **communication with parents, accounting for and counseling students, and providing support** as needed to the sheriff department.