



## ADMINISTRATIVE PROCEDURE

EMERGENCY PROCEDURES-UNDER  
CONDITIONS OF  
Armed Subjects in Schools/on Grounds  
Hostage/Barricade in Schools/Facilities

6115

Procedure No.

October 15, 2000

Date

- I. **PURPOSE:** To provide school administrators with procedures to assist them in responding to critical incidents occurring in schools involving armed individuals or those claiming to be armed who may have entered the school, taken students, faculty or staff hostage, and/or barricaded themselves in a building or on the grounds of a Prince George's County Public School or facility.
  
- II. **BACKGROUND:** In all situations involving armed individuals or those claiming to be armed who threaten or injure any student, faculty or staff person, the safety and well-being of all persons are of paramount and overriding concern. Such situations must be dealt with in a calm and professional manner. Panic or aggressive response may escalate the situation, thereby compromising a successful outcome. Incidents of this nature are best handled by specially trained law enforcement professionals.
  
- III. **INFORMATION:** Situations involving armed individuals or those claiming to be armed who take hostages or barricade themselves are the responsibility of the Prince George's County Police Department's Conflict Management Team which includes the Emergency Services Team. The initial response to such situations will be the responsibility of the Police Department who, after making an initial assessment, will initiate all necessary notifications for the Police Department.
  
- IV. **PROCEDURES:**
  - A. **Armed Individuals in a School:** Person(s) displaying a weapon or claiming to be armed who enters the building threatening to harm others:
    1. **DO NOT EVACUATE BUILDING UNLESS DIRECTED BY THE POLICE.**
    2. Attempt to verify the presence and location of individuals without placing any other person in jeopardy. Do not approach or confront the individual.
    3. Call 911 – Stay on the line. Provide as much information as possible, a specific description of subject(s), and location, if known.
    4. Call Security Services, 301-499-7000.
    5. Notify teachers/staff as outlined in school's emergency plan.
      - a. Do not use fire drill.



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- b. Have teachers/staff lock classrooms and office doors.
  - c. Do not allow students to leave classrooms or other locations.
  - d. Attempt to clear all hallways.
6. Await arrival of police for directions.
- B. **Hostage/Barricade Incidents:** A barricade situation exists when an individual enters a school or school facility and takes refuge in an area of the building threatening the safety of himself and others and refuses to leave. A hostage situation exists when a person enters a school or school facility and seizes others or threatens them with harm.
1. **DO NOT EVACUATE BUILDING UNLESS DIRECTED BY THE POLICE.**
  2. Attempt to verify the presence and location of individuals without placing any other person in jeopardy. Do not approach or confront the individual.
  3. Call 911 – Stay on the line. Provide as much information as possible, a specific description of subject(s), and location, if known.
  4. Call Security Services, 301-499-7000.
  5. Notify teachers/staff as outlined in school's emergency plan.
    - a. Do not use fire drill.
    - b. Have teachers/staff lock classrooms and office doors.
    - c. Do not allow students to leave classrooms or other locations.
    - d. Attempt to clear all hallways.
  6. Remain calm; do not panic. Follow directions of the hostage taker or barricaded subject, given prior to arrival of police as long as such directions do not imperil students and/or staff.
  7. Await arrival of police and be prepared to assist them with the relevant background information.



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- a. Frequently the individual and circumstances surrounding the situation may be know to staff.
  - b. These circumstances and all relevant background information must be shared with the police.
  - c. Administrators should have a school floor plan available and a school master key.
- V. **RELATED PROCEDURES:** Administrative Procedure 6114.7, Emergency Operations – Fire, Explosion, Bomb Threats.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Department of Security Services and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** October 15, 2000.

Approved by:  
Iris T. Metts  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11