

Active Threat Response

(Including hostage situation, intruder, weapons)

These materials offer a starting point when addressing possible school-violence, but are not intended to be a script or to be implemented in rote fashion. At all times it is expected that school personnel will use professional judgment in assessing and addressing potential threats to safety. It is essential to use “warning signs” and other materials responsibly.

Staff Actions:

- Initiate lockdown procedures / barricade door if possible
- If not in an area that can be secured, run out of the building and as far as you can to a safe location
- Call 911
- If lockdown and running away aren’t possible, attempt to disrupt or incapacitate the person causing harm (this is a last resort)
- Notify principal of situation
- Follow lockdown protocol
- Wait for further instruction

Principal / Designee:

- Initiate Lockdown (if not already completed)
- Call 911, superintendent, District Support Team
- Attempt to determine:
 - Location of the threat and number of persons involved
 - Physical description of persons in harm
 - Number and type of any weapon being used
- Follow lockdown procedures until clearance given by local law enforcement
- Document actions and complete incident reports

Additional steps for our school/facility (if any):

- _____
- _____
- _____
- _____

Threat Assessment Protocol

Introduction

These materials offer a starting point when addressing possible school based acts of violence, but are not intended to be a script or to be implemented in rote fashion. At all times it is expected that school personnel will use professional discernment in assessing and addressing potential threats to safety. Any Threat Assessment Protocol used should be a systematic process that is designed to:

- Identify persons of concern
- Gather information/investigate
- Assessment the person and the situation
- Manage the person/situation

According to the 2019 School Safety and Resiliency Act (p. 10 of 44) “The district’s school safety coordinator (SSC) shall designate a school safety and security threat assessment team at each school of the district consisting of two (2) or more staff members in accordance with policies and procedures adopted by the local board of education to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security.” Members of a threat assessment team may include school administrators, school counselors, school resource officers, school-based mental health services providers, teachers, and other school personnel.

KRS 158.1559 Superintendent of each local school district shall require the principal of each school within the district to provide written notice to all students, parents, and guardians about the provisions of KRS 508.078, and the potential penalties for terroristic threatening -- Notice shall be given within ten days of the first instructional day of each school year. The superintendent of each local school district shall require the principal of each school within the district to provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provisions of KRS 508.078 and potential penalties under KRS 532.060 and 534.030 upon conviction.

KRS 158.4412(3) provides Immunity from Civil or Criminal Liability. “A school District, School Safety Coordinator, and any school employees participating in the activities of a school safety and security threat assessment team enjoy immunity from civil and criminal liability regarding their participation in the threat assessment process as provided in KRS 158.4412(3).”

Threat Assessment Procedures include:

- Receive Report of Possible Threat (written, social media, verbal, etc.)
- Screen Report
- Gather Information
- Organize and analyze information
- Make Assessment
- Develop and Implement Case Management

Threat Assessment Protocol

Threat Assessment Screening Tool

This Threat Assessment Screening Tool is used in the initial screening of cases to determine (a) whether an **imminent threat or danger** to a school or persons within a school exists; and (b) to determine if there is a need to run a threat assessment

NOTE: If the Threat Assessment team believes there to be an imminent threat or danger, immediately CALL 911 to alert law enforcement and follow established safety procedures.

Person administering this initial screening tool: _____

Person (s) of concern: _____

Person of concern's relationship to the target/school: _____

Date of Initial Report: _____

Content of Initial Report: _____

Screening Questions:

Using information from the initial report and any other information that is readily available or quickly obtainable, answer the following questions:

1. Is this an emergency? Does this situation pose an immediate danger or imminent safety concerns?

- YES it is an emergency/immediate danger. Take the following steps:**
 - IMMEDIATELY NOTIFY LAW ENFORCEMENT** – Local law enforcement should be notified immediately in order to take immediate steps to respond and contain the threat. Law enforcement will determine next steps (such as executing a search, make an arrest, and/or get the person to an emergency room.)
 - MAKE OTHER NOTIFICATIONS** – Notify anyone that is/may be directly impacted so as to inform and keep others safe (i.e., parents of a targeted victim, the targeted victim, teachers/staff supervising the targeted victim and the person of concern, parents of the person of concern, etc.)
 - RUN a Threat Assessment INQUIRY/INVESTIGATION** – Once the emergency has been contained, the Threat Assessment team should run a threat assessment.
- NO, it is not an emergency. Answer Screening Question 2 below.**

2. Is there a need to run a threat assessment?

Answer each of the following questions based upon the initial report and a review of readily available information.

2A. Has the person threatened violence or made any other communications about intent or plans for violence?

2B. Have there been other behaviors that raised concern about violence to others/self & others?

YES to either 2A or 2B—Answer sub-questions below:

Did the person understand that they made a threat?

Did the person mean/intend the threat?

Did the person refuse to apologize/take back the threat?

If the person has an IEP or 504 Plan, is the behavior inconsistent with baseline behaviors and/or cannot be managed with an existing behavior plan or other interventions already in place?

If there is a YES to any of these sub questions, the team should run a threat assessment.

PROCEED TO FULL THREAT ASSESSMENT.

NO to both 2A and 2B – Follow the steps below:

**DOCUMENT INITIAL REPORTING AND SCREENING
ADD INFORMATION TO DATABASE**

The Threat Assessment Case Worksheet is used to assist in determining whether the person/situation poses a threat of violence to others (or poses no threat of violence).

Gather Additional Information About the Person/Situation

Assessing whether there is a threat posed will generally be based on the information that is obtained from various knowledge sources, such as parents, students, teachers (former teachers), faith-based staff, school staff/employees, etc. The Threat Assessment Team should gather as much information on the person/situation of concern as possible.

Answer Investigative Questions To Analyze Available Information

The investigative questions are designed to assist a Threat Assessment Team with understanding the specific concerns regarding the person/situation of concern, any motive and potential target(s), and ultimate likelihood of the ability to carry out an act of violence. The responses obtained will then be considered and used to answer the assessment questions in the full protocol (see note below).

Make The Assessment

The Threat Assessment Team should review and discuss the responses obtained during the full *Threat Assessment Protocol. Using that information, the Team should then determine whether the person/situation **poses** a threat of violence.

****Please note: Full Protocol Documentation will be supplied to schools upon KCSS Threat Assessment Training. To schedule a training, contact the Kentucky Center for School Safety (KCSS) Training Coordinator at 877 805-4277***