

**EMERGENCY PLANS/SAFETY DRILLS**  
***(Hostage/Barricaded Situation)***

*Hostage/Barricaded Situation* -- Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by use of force or threat of force or by other violent behavioral/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

Hostage/Barricaded subject situations are probably the least predictable and the most dangerous of the emergency situations that may confront the school administrator.

**Procedure**

Upon determining that a hostage/barricaded person situation exists, the following procedures are to be followed:

1. The building principal or designee will contact emergency services and the building level crisis team, provide them with any necessary information and inform the superintendent's office of the situation.
2. All teachers will be notified that an emergency situation exists. At that time, teachers should immediately clear the hallways by directing students to the classrooms. All students should be kept inside their classrooms until further notice. All classroom doors should be locked. Teachers and students should move away from doors and windows and remain quiet and seated.
3. All students in gym, cafeteria or courtyard areas will be notified to report to the nearest classroom. All staff should make certain that any stray student is brought into a locked area.
4. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
5. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
6. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are provided.
7. All individuals should assist law enforcement as directed.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

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Revised:

Boonville R-I School District, Boonville, Missouri

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