

**EMERGENCY PLANS/SAFETY DRILLS**  
***(Weapons Possession/Armed Offender)***

*Weapons Possession/Armed Offender* -- An armed offender is a person whose intent is to pose a threat, inflict harm, or carry out a personal objective while possessing a weapon capable of deadly force. The armed person may be a student, staff member, parent, or community member.

The principal will determine if it is an emergency situation, in which the following procedures will apply. In a non-emergency situation, district policy on student discipline will be followed for students, and law enforcement agencies will be contacted to handle non-school offenders.

**Procedure**

1. The building principal or designee will contact emergency services and the building level crisis team, providing them with any necessary information, and will also inform the superintendent's office of the situation.
2. Notify all teachers that you have an emergency situation. At that time, teachers should step into the halls to immediately clear them by directing students to the classrooms. Keep all students inside their classrooms until further notice. All classroom doors should be locked and barricaded. Teachers and students should move down against the door wall in the most non-visible corner with the lights turned off.
3. All students in gym, cafeteria or courtyard areas will be notified to report to the nearest classroom.
4. If the 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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Boonville R-I School District, Boonville, Missouri

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