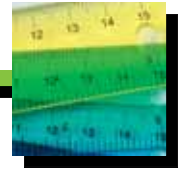


Checklist for Crisis

In the Event of a Shooter



- School staff should move students into classrooms and buildings and call 911.
- Begin lockdown procedures including covering windows, turning off lights, and seeking cover under or near furniture and away from windows.
- Use appropriate communication methods (i.e., phones, radios, etc.) to contact the School Administrator.
- Take roll and identify all students and staff in the classroom.
- Conduct Classroom Relaxation Exercise in Support Activities section of the Crisis Response Manual, H-9 and H-10.
- Be prepared for an evacuation at any time.
- Place a red card under the door or in the window if someone in the room requires medical attention.
- Follow the directions of San Francisco Police Department.

