

Alachua County Public Schools  
**Template for Critical Incident Procedures  
Hostage or Intruder with Weapon**

*(complete and email form to Scott Jamison [jamisosh@gm.sbac.edu](mailto:jamisosh@gm.sbac.edu))*

Name of School: \_\_\_\_\_

Chain of Command:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Custodial Chain of Command – Key Holders:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Recommended Procedures:

1. Call 911 – Designated Person:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
2. Lock-down procedure – Refer to Crisis and Emergency Plan.
  - a. Explain procedures for students who are not physically in classroom.
  - b. Address possible medical issues of staff and students
3. Contact Superintendent’s Office
4. Determine/Identify command post on campus for law enforcement.
5. Provide law enforcement with student and staff information
  - a. Student emergency cards
  - b. Teacher and staff emergency cards
6. Give law enforcement a map of the school.
7. Account for staff radios: (list names)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Notify other schools in vicinity of problem: (designated person)  
\_\_\_\_\_  
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