



Cambridge Police Department

Effective Date: October 23, 2002

NEW POLICY # 701  
Policy and Procedures

Procedure 2002-9

## SCHOOL INCIDENT POLICY AND PROCEDURE

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### **I. Purpose**

This Policy and Procedure will:

- A.** State departmental policy regarding school incidents.
- B.** Provide definitions of aggressive deadly behavior and barricaded suspect.
- C.** Describe responsibilities of the first responding officer (s and the Incident Commander
- D.** Further describe the duties and responsibilities of the police liaison, the Public Information Officer and the School Safety Committee.

### **II. Policy**

- A.** It will be the policy of the Cambridge Police Department to consider the lives and safety of the students, teachers, school personnel, citizens, and police officers to be of the utmost importance. Departmental personnel will strive for incident stabilization and resolution through a combined team effort involving school administrators, police and other emergency response personnel. The Cambridge Police Department is committed to considering the unique population in the schools and the need to communicate with school officials and parents.

### **III. Definitions**

- A. Aggressive Deadly Behavior:** One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder rather than other criminal conduct, such as robbery, hostage taking, etc. An active shooter, for the purposes of this policy, also includes a person engaged in an ongoing attack with an edged weapon or one who is actively placing and/or detonating explosive devices. An incident in which the suspect shoots multiple victims, but is no longer shooting when the police arrive on the scene is still considered **Aggressive Deadly Behavior** if:

- 1. The suspect is located in a position with access to current or potential victims.

2. Victims with life threatening injuries require medical attention
3. Immediate tactical intervention is required to save lives.

- B. Barricaded Suspect:** Any person who has the demonstrated capability and/or the stated intention to cause death or great bodily harm to himself/herself (threatened suicide) and/or another person, has taken a hostage, or has achieved tactical superiority by the use of physical obstruction (including but not limited to buildings, open fields, vehicles, any other natural or man-made barrier). All barricaded suspects will be considered armed and dangerous until proven otherwise.
- C. Bomb Threat:** A communication written, oral, or otherwise, that an explosive device is present at the location.
- D. Explosive Incident:** The actual explosion of a device or the detection of a suspicious package, improvised explosive device, booby trap or obvious explosive (TNT, dynamite, hand grenade, etc.)
- E. Hostage:** Any person seized or kidnapped by another, where the suspect threatens the life of or great bodily injury to the hostage, with intent to evade arrest, escape, obtain the release of persons in custody, obtain monies or property or attain any other objective.
- F. Hostage Situation:** Any incident where available information indicates that the suspect is holding a hostage(s) or the possibility exists that a barricaded suspect may be holding a hostage(s).
- G. Direct Immediate Action:** The swift and immediate deployment of law enforcement resources to on-going life threatening situations where delayed deployment could otherwise result in death or great bodily injury to innocent persons.

#### **IV. Responsibilities of First Responding Officer (s)**

The actions of the first responder are critical and certain guidelines should be followed.

- A.** Assess the situation to determine if direct immediate action is necessary.
- B.** If direct immediate action is required, the first responding officer will bear in mind that the Aggressive Deadly Behavior must be brought under control before further injury is inflicted. The Officer should refer to the Active Shooter Policy.
- C.** If Direct Immediate Action is not required, officers will call for a supervisor and establish communication with school administrators.

## V. Responsibilities of the Incident Commander

- A.** The first responding officer will be deemed the Incident Commander until a higher-ranking officer assumes command. The senior officer will be the Incident Commander unless there is an SRT member on the scene. If there is an SRT member on the scene, that officer will be deemed the incident commander until a higher-ranking officer arrives.
- B.** When a higher-ranking officer arrives, the higher-ranking officer will announce arrival and assumption of command by radio.
- C.** Assign an officer to maintain a log of all responding units, assignments, events and radio traffic.
- D.** Evaluate the situation and brief all responding officers.
- E.** The Incident Commander will request a clear channel. The dispatcher will assign a channel for the incident and inform the Incident Commander. Officers should deactivate radios from the scan mode.
- F.** Establish an inner perimeter and assess the level and type of response necessary. (i.e. Bomb Technicians, Crisis Negotiators, SRT)
- G.** Ensure injured and bystanders are evacuated, where appropriate.
- H.** Establish an outer and traffic perimeter and deploy perimeter control personnel.
- I.** Establish a Command Post.
- J.** Establish a Staging Area on or beyond the outer perimeter and ensure that all responding officers report to that location. Assign an officer to act as staging area manager.
  - Responsibilities of Staging Manager include:**
  - a. Security for staging area.
  - b. Maintain a log of personnel as they arrive and depart and assignment of each person.
  - c. Maintain a log of the status of resources (personnel and equipment).
- K.** Request standby ambulance and fire apparatus at the assembly point, if necessary.
- L.** Ensure continued containment and isolation of the area.
- M.** The Incident Commander, in consultation with School Administrator(s), will decide whether to evacuate, contain or a combination of evacuation and containment of the occupants of the school. Each Cambridge Public School maintains an evacuation plan and this plan should be utilized, if feasible.
- N.** The Incident Commander may designate a police liaison to the School Department Personnel. The Incident Commander may consider the School Resource Officer because of his/her familiarity with the school.

## **VI. Duties of Police Liaison to School Department Personnel**

- A.** The Police Liaison will continue to communicate with the School Administrator.
- B.** In general, it will be the responsibility of the School Administrator to notify the School Superintendent. However, if the School Administrator is unable to do so, the School Liaison Officer will notify ECC and request that ECC notify the School Superintendent.
- C.** The Police Liaison will notify the Police Department's Public Information Officer.
- D.** The Police Liaison will assist the School Administrator with evacuation, if necessary.
- E.** The Police Liaison will assist the School Administrator to establish a location where parents may receive information and services.

## **VII. Responsibilities of the Police Public Information Officer**

- A.** The Police Public Information Officer will be the primary spokesperson at active crime scenes.
- B.** The Police Public Information Officer must be prepared to serve as spokesperson with the media. This information will serve as a major source of information for parents and city officials.
- C.** Prior to the release of information, the Police Public Information Officer will make reasonable efforts to notify the Office of the School Superintendent or designee. If notification does not occur prior to the release of information, the Police Public Information Officer will promptly notify the Office of the School Superintendent or designee after such release of information has occurred.
- D.** The Police Public Information Officer, in consultation with the School Department designee, will notify the media of the designated staging area for parents and relatives of students.
- E.** The Police Public Information Officer will consult with the Incident Commander before releasing information.
- F.** In addition to the above duties, the Police Public Information will comply with the News Media Relations Policy.

## **VIII. School Safety Committee**

- A.** The supervisor of the School Resource Officers will establish, organize, schedule and direct the School Safety Committee.
- B.** This Committee will meet at least annually, during the Fall (more often, if necessary), in order to achieve the following:
  - 1. Update maps and blueprints of all Cambridge Public Schools for use by Public Safety Personnel.

2. Review evacuation plans for each Cambridge Public School.
  3. Update contact names and telephone numbers for Schools for use by Public Safety Personnel.
  4. The members of the committee should include, but not be limited to the following persons:
    - a. The SRO Supervisor
    - b. The Commanding Officer of the SRT
    - c. Supervisor from Emergency Communications
    - d. Cambridge Public Schools Director of Safety and Security or designee.
    - e. Fire Department designee
    - f. Emergency Medical Service designee
- C.** The supervisor of the School Resource Officers will ensure that the Commanding officer of the Special Response Team and Emergency Communications receive copies of the maps and contact numbers each year.

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Police Commissioner