

HOSTAGE

ASSESS THE SITUATION:

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF CATHOLIC SCHOOLS.

REMEMBER THAT THE JOB OF TERMINATING THE SITUATION BELONGS TO POLICE PERSONNEL. THE ADMINISTRATOR'S JOB IS TO REMAIN CALM AND TO FACILITATE POLICE EFFORTS.

- If safe to do so, alert other personnel of the situation and direct them to leave the area quietly.
- Establish an assembly area for incoming emergency service personnel. Direct a responsible person to go to that area to brief personnel as they arrive.

- When the police arrive, be prepared to provide:
 - ✓ The number of hostage takers.
 - ✓ A description of the hostage takers.
 - ✓ The type of weapons the hostage takers have.
 - ✓ The number and names of the hostages.
 - ✓ The demands and instructions hostage takers have given.
 - ✓ A description of the area under siege.

WHEN THE POLICE ARRIVE, COOPERATE AND HELP THEM. THEY ARE IN CHARGE.