

LOS ANGELES UNIFIED SCHOOL DISTRICT

CHECKLIST FOR THREAT ASSESSMENT AND MANAGEMENT

The following steps are to be taken after a threat has been made at a school site. Some steps may be taken concurrently or in a different order than shown, depending on the circumstances.

- A. __ CONVENE AND NOTIFY:** Convene your Threat Assessment and Management Team: School-site administrator, mental health professional, and school police officer.
- 1__ Identify specific threat and determine degree of impact on the school.
 - 2__ Notify Local District Operations Coordinator
 - 3__ Determine whether additional support is needed and request it if appropriate:
 - a __ District Threat Assessment/Management Team
 - b __ Law enforcement agency such as LAPD, FBI
 - c __ LA County Department of Mental Health – Psychiatric Emergency Team
- B. __ DOCUMENT:** Document all steps taken. Strict confidentiality about student information should be kept among team members and appropriate District staff.
- C. __ ASSESS:** In assessing the validity, review the warning signs and all background information of the child, interview witnesses, staff, peers, etc. DO ALL OF THIS BEFORE CONTACTING THE PARENT.
- 1__ Review school history, using a questioning and skeptical mind set.
 - Copy of student Identification Information (SIS)
 - Copy of Emergency Card
 - Copy of Social Adjustment/Discipline record
 - Copy of Attendance record
 - Copy of cum folder cover
 - Copy of most recent report card and/or progress report
 - Copy of Health record
 - Other pertinent information (IEP, written material, email, pictures, etc.)
 - 2__ Interview adults on campus who had contact with the student.
 - 3__ Interview students who may have been threatened and friends of student.
 - 4__ Interview the student (use the [11 Key Questions](#) from the Secret Service Guidelines).
 - 5__ Interview the parents (last).
 - a __ Identify any new family or individual stressors, including changes in the family, loss or separation, or violence at home or in the neighborhood.
 - b __ Ask if the student or any member of the family is currently receiving counseling.
 - 6__ Determine the **level of risk**. The categories are:
 - Category 1: High violence potential; qualifies for immediate arrest or hospitalization.
 - Category 2: High violence potential; does not qualify for arrest or hospitalization.
 - Category 3: Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
 - Category 4: Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
 - Category 5: Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

D ___ MAKE A TEAM RECOMMENDATION – no one person should make the decision alone without the input of the other team members.

- 1 ___ Implement an intervention plan
- 2 ___ Monitor progress toward reestablishing school safety
- 3 ___ Reconvene the team when necessary.
- 4 ___ Decisions made and actions taken should result in:
 - a ___ Contact with and/or apprehension of person(s) who initiated the threat.
 - b ___ Warning and protection for the targeted victim(s) of the threat.
 - c ___ Disciplinary action, if needed.
 - d ___ Continuation of a safe school environment.