

[insert name of district] SCHOOL DISTRICT In all buildings and upon property		
Title:	Mace[®] Brand OC Spray Use	Policy No.: [insert]
Supersedes:	N/A	
Applicability:	Any Use In Any Building or Anywhere Upon School District Property (“District Property”)	
Directives Cross-Reference:	[insert any applicable related cross-reference (for example, Active Shooter Lockdown Policy and Policy related to consequences to student/others of tampering with wall mount units containing fire extinguishers)]	

I. PURPOSE

To establish guidelines for carrying and utilizing Mace[®] brand Oleoresin Capsicum (OC) Spray by faculty and administrative/support staff upon District Property as a defensive device in Threatening/Hostile Situations to control the Active Shooter or Aggressor and/or diffuse the situation and/or potentially prevent personal injury.

II. DEFINITIONS

1. Accidental Discharge: A condition where OC spray is unintentionally discharged from the container.
2. Active Shooter Situation: A situation when one or more persons (the “Active Shooter”) is in possession of a dangerous weapon (gun, knife, club, etc.) which, in the opinion of the First Responder at the time of the situation, could be used to cause personal injury against the First Responder or any other person if the Active Shooter is not controlled and/or the situation diffused. In this situation, verbal commands would likely put the First Responder at a disadvantage and/or incite the Active Shooter to cause personal injury to the First Responder or any other person.
3. Direct Exposure: A condition where OC spray is applied directly into the eyes, nose, and mouth (face) of a person.
4. First Responder: Persons designated and properly trained to provide initial/immediate response as intervention to emergency incidents that arise upon District Property.
5. Imminent Harm Situation: A situation when one or more persons (the “Aggressor”), in the opinion of the First Responder at the time of the situation, could cause personal injury to the First Responder or any other person if the Aggressor is not controlled and/or the situation diffused. In this situation, verbal commands may be used, as determined in the opinion of the First Responder at the time of the situation, to help control the Aggressor and/or diffuse the situation prior to deploying an OC spray unit.
6. Line of Duty Discharge: The intentional application of OC spray to a person, or persons to control the Active Shooter or Aggressor and/or diffuse an Active Shooter Situation or Imminent Harm Situation and/or potentially prevent personal injury.
7. Oleoresin Capsicum (OC): A product whose active ingredient is capsaicin, which is derived from plants of the genus capsicum and commonly referred to as hot peppers or

pepper spray.

8. Person-in-Charge (PIC): That person designated by the SDSM to supervise and make overall operational decisions on District Property in accordance with School District rule, policy or procedure (e.g., Principal, Assistant Principal, Etc.).
9. Personal Decontamination: Steps taken to mitigate the effects of OC spray through the use of Mace® brand Relief Decontamination Spray, open air, water flushing, patting with wet towels (never wiping), showers, change of clothing, and medical attention, as needed.
10. School District Security Manager (“SDSM”): The individual or individuals in the School District responsible for the overall security program (e.g., Superintendent, Assistant Superintendent, Business Manager, School Resource Officer, Other Designated Person(s), Safety Committee, Etc.).
11. Secondary Exposure: A condition where OC spray is deployed into the atmosphere, or a designated space, that is not a direct exposure, usually associated with training. A secondary exposure may also occur in conjunction with a primary exposure as experienced during a threatening/hostile situations or separately.
12. Threatening/Hostile Situation: Any Active Shooter Situation or Imminent Harm Situation.

III. POLICY

The SDSM will determine the need and distribution of authorized OC spray units throughout the District Property. Where OC spray units are authorized for distribution and prior to implementing:

1. The SDSM will designate in writing the:
 - a. Person In Charge, with regard to the OC spray units;
 - b. First Responders, with regard to the OC spray units; and
 - c. Location of the OC spray units.
2. First Responders with access to the OC spray units will be required to successfully complete the Oleoresin Capsicum (OC) Aerosol Spray Unit Certification Program and/or First Responders Training Course prior to carrying/using it and participate in annual refresher training.
3. Use of an OC spray unit will follow the instruction set forth in the Certification Program and/or the Training Course and generally follows these guidelines:
 - a. When to deploy OC Spray unit:
 - Active Shooter Situation
 - Imminent Harm Situation
 - b. Steps of Use:
 - Identify that an Active Shooter Situation or an Imminent Harm Situation exists or could exist (ask yourself questions learned in training/certification: Assault possible? Threatening behavioral signs present (verbalizations, body language, physical actions, etc.)? Responsive to verbal commands? Signs of submission? Etc.)
 - Locate Mace®-Safety wall mount unit, remove OC spray unit and remove safety tab on unit itself
 - Hold OC spray unit with thumb over the flip-top safety lid, then slide thumb under

- flip-top lid prior to deployment of OC spray unit
 - Stand in ready position, being prepared to step to one side or the other
 - Give verbal commands to bystanders to stand clear and/or evacuate, as needed and/or in accordance with policy governing Active Shooter Situations and/or Imminent Harm Situations (use “Do it now!” language)
 - Give verbal warning commands to Aggressor if deemed appropriate by the First Responder based upon all the circumstances, including if time and distance permits (use “Do it now!” language). Verbal commands in an Active Shooter Situation are likely NOT appropriate as it would put the First Responder at a disadvantage and/or incite the Active Shooter to cause personal injury to the First Responder or any other person.
 - If Active Shooter Situation or Imminent Harm Situation still exists, deploy OC spray unit
 - Spray in spiral/circular motion at face of Active Shooter or Aggressor
 - Command Active Shooter or Aggressor to get on the ground
- c. Post Spray Care (once the situation is diffused and/or subject is controlled)
- Have the OC'd subject remain still; tell them to breathe normally and relax as much as possible under the circumstances
 - The subject should be moved to an uncontaminated area as soon as possible and be faced into the wind if outdoors; fans can also be used
 - Begin Personal Decontamination - apply cool water to flush the subject's facial area and/or eyes; a garden hose, kitchen sprayer, or hand-held water sprayer works well - DO NOT ALLOW THE SUBJECT TO RUB HIS EYES OR FACE – USE WET TOWELS OR RAGS TO PAT THE AFFECTED AREA CLEAN.
 - Once you have adequately flushed the affected area with water and air, you should apply Mace® brand Relief. Relief is an herbal extract formulation designed to remove any remaining OC and has an immediate cooling effect
 - Have subject breathe normally through the nose; if irritation persists, the person should blow his/her nose
 - Seek medical attention for anyone exposed to OC (even though there are no reported serious injuries of OC itself and all major OC symptoms typically disappear within 30-45 minutes after Direct Exposure and within 10 minutes after Secondary Exposure), as a subject may experience a panic response leading to hyperventilation or, in very rare cases, an allergic reaction (approximately .005% of the general population is allergic to members of the pepper family)
- d. OC is biodegradable and does not require special equipment for decontamination. With normal ventilation procedures in place, or by using fans, it is possible to decontaminate buildings, rooms, and vehicles within one hour. Affected seats or chairs can be washed with soap and water to remove the irritating resin from the affected areas.
4. The Person In Charge of his/her respective area of the District Property will maintain a list First Responders that are qualified to deploy the OC spray units.
5. All OC spray units will be controlled and accounted for at all times.
- a. Each OC spray unit will be secured within a wall-mounted unit with a breakable seal [which may or may not be numbered] to assure strict identification and accountability.
- b. All OC spray units will be visually inspected in accordance with a schedule established by the Person In Charge, the SDSM or other designated person. The inspection will insure that (i) the safety seal to the wall-mount units has not been tampered with, (ii) the safety pin on the OC spray unit is intact, (iii) the nozzle is clear

of any debris or condensation, and (iv) the expiration date of the OC Spray unit has not expired or will not expire before the next scheduled inspection date. OC spray unit inspections could be couple with fire safety inspections (e.g., fire extinguisher inspections).

6. OC spray units issued for application for use on District Property shall meet the following standard: 10% pepper gel (utilizing a solution containing a 10% solution to two million scoville heat units) non-alcohol, water-based formulation, net weight = 330 gram, UV dye, pistol grip handle with safety pin, gel stream pattern with a range up to 25 feet, each unit shall be spray tested and hot bath treated for a period of no less than 5 minutes. Any deviation from this standard must be reviewed and approved by the SDSM.
7. Discharge of an OC spray unit will require the First Responder that deployed the unit (or in the case of an Accidental Discharge, the person so discharging), along with the Person In Charge, to report the following information utilizing the OC Deployment form to the SDSM:
 - a. Time and date of incident
 - b. Person(s) OC spray was applied to
 - c. Type of threatening behavior which led to deployment of OC
 - d. Method of deployment
 - e. Whether warning was/was not given
 - f. Amount deployed
 - g. Recorded results
 - h. Disposition of canister
 - i. Decontamination steps
 - j. Classroom observation
 - k. Medical assessment
 - l. Names of any people who witnessed the situation and/or received a Direct Exposure or Secondary Exposure and treatment provided
8. The Person In Charge or designee will be responsible for preserving any video evidence of the situation and ensuring that the appropriate methods of disposal and inventory adjustments occur following the use of an OC spray unit.
9. The School District shall update its policy regarding tampering with fire suppression equipment to include tampering with OC wall-mount cabinets and OC spray units.

III. IMPLEMENTATION

This policy will be adopted immediately.

OC DEPLOYMENT FORM

Date: _____

Time: _____ a.m. p.m.

Deployment Location: _____

Person(s) Used On: _____

Circumstances (or see attached statement): _____

Person Deploying OC: _____

Warning given, if any: _____

Amount deployed: _____

Recorded results: _____

Disposition of canister: _____ Empty Partial
(Hot Trash) (Training)

Inventory Adjusted: Yes No

Decontamination Steps: _____

Medical assessment by: _____

Submitted by: _____

Reviewing authority (PIC): _____