



SCHOOL OF SKILLED TRADES

ETI Active Shooter, Armed Intruder Protocol

An active shooter on campus involves someone accessing the campus with intent to cause harm to students and staff.

Administration Responsibilities

The school's employees will call 911 as a first action. The caller will give the school's name and exact location of the school. They will also give a description of the activity that is occurring at the school, the location of the activity and, if possible, the type of weapon being used. The caller will remain online, if possible, until the authorities arrive.

A building-wide lockdown will be announced via phone, text, or walkie talkie. ETI has secured the services of DialMyCalls. This technology allows a group of up to 400 phone numbers to be texted immediately. This will only be used for immediate threat, event announcements, or school closings.

A lockdown includes students who will remain in the classroom and lock doors if possible. All classroom lights will be turned off. All students and faculty will stay out of visible range of any classroom doors or windows and stay as low to the floor as possible. All students and faculty will remain silent during this event. Calls to 911 will be restricted to ETI employees only to facilitate the continued silence.

All students in community areas will go to the closest classroom available to them.

Employee Responsibilities

Clear community areas and secure classrooms in any way possible.

ALICE

Alert is overcoming denial, recognizing the signs of danger, and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

Lockdown may be the preferred option and dispels myths about passive, traditional "lockdown only" procedures that create readily identifiable targets and makes a shooter's mission easier.

Inform. Information to fellow employees and students should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Counter is not fighting. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment as a last resort decreases the shooter's chance of hitting a target and can provide precious seconds needed in order to evacuate.

Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come in any contact with the shooter.

Shelter-In-Place.

A shelter-in-place is ordered by designated authorities any time it is unsafe to leave the building.

- You may be notified of a shelter-in-place by various means including, mass emails, text messaging, radio, telephone notification or other means available based on the circumstances of the incident.
- During a shelter-in-place you should remain calm.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and lock doors. Stay away from windows and doors.
- Turn off all lights and remain silent.
- Silence all cell phones. Do not use cell phones except for emergency notification to call 911 or other authorities.
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard, everyone should move to the floor.
- Students and staff in community areas must proceed immediately to a classroom or office.
- If the classroom or office door is locked, go to the next available room to take shelter.
- If you see someone other than emergency personnel attempting to enter the school, notify 911 immediately.
- No one should leave the secured room until directed to do so by the authorized emergency personnel.
- If the building becomes unsafe, evacuate if it appears to be a safer alternative.