

The Vocational Nursing Institute Inc.

Active Shooter Protocol

Policy:

If a situation arises where there is an active shooter on our campus the following protocol will be followed as outlined below. We are using the mnemonic, ALICE to help staff /students remember the steps. ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate.

The front reception desk is armed with mace and an emergency panic door bell. The administrative staff have been trained if there is an emergency warranting 9-1-1 be called, they are to press the button in the middle drawer. Anyone on staff hearing that bell going off they are to call 9-1-1 FIRST ! (The admins are to test the button weekly to ensure that it works and replace batteries as needed)

Security of doors: All exterior doors are to be left locked at all times except the front door by reception area which is left unlocked during business hours.

A key is inserted into each deadbolt on each exterior door in the event they need to be unlocked for an emergency evacuation.

The glass door off of the front reception area is to be closed and locked at ALL times.

Please follow these steps:

ALICE

Alert – Call 911

Don't assume others are contacting law enforcement. Give as clear and accurate information as possible that will answer the vital questions of who, what, when, where and how.

Lockdown – Shelter in Place

By locking down and barricading entry points, you make yourself a hard target. **Locked down does not mean locked in.** You may choose to barricade the door and exit out windows to safety.

Income – Constant, Real-time Updates

This can be accomplished with things such as video surveillance equipment or public address

systems. Information updates during a violent intruder incident allows occupants to make sound decisions about how to react and what steps – if any – to take next.

Counter the Attack – A Last Resort

When other options are not immediately possible – a locked/lockable door does not exist, or the intruder breaches a secured room – move, make noise, and get distraction devices (anything at hand) in the air and heading for the shooter’s face. Then you may attack or evacuate the area.

Evacuate – Get Out!

Your goal here is to put as much time and distance as possible between you and the attacker.