

UA Local 290 Apprentice and Journeyman Training Institute

Active Shooter Procedure

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

3. **Alternatives**

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. **When Law Enforcement Arrives**

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

Evaluation of Procedure

This procedure will be evaluated annually by the Institutional Advisory Committee and JATC. They will consider any changes to the law, any additional building safety needs, etc. The Director of Training will implement any changes to the procedure based on the committee's findings. Changes to the procedure will be communicated to all staff, faculty, and apprentices in a timely manner.