

## **Portage Public Library ACTIVE ATTACK POLICY**

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### **I Purpose**

To assist staff at the Portage Public Library to respond to an active attack event. To preserve life and address the reality of an active attack event, these guidelines have been established to guide the response to this event and to maximize survivability. It is very important to quickly determine the most reasonable way to protect your own life and to assist others as appropriate.

This plan cannot address all possible scenarios, but outlines a general planned response.

### **II Definitions**

- A. ACTIVE ATTACK- Dynamic, quickly evolving situation involving an individual(s) presenting an immediate threat or danger of death to others using such items as firearms, bladed weapons, or vehicles.
- B. ACTIVE SHOOTER – An active shooter is defined as “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.
- C. RUN, HIDE, FIGHT – Recommend course of action to help keep yourself or others safe during an active attack.

### **III Procedures**

If possible, the first employee(s) to identify an active attack situation will:

#### **RUN**

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

- Run away from the threat
- As soon as practical, call 911
- Have an escape route and plan in mind
- Help others escape, if possible
- Evacuate regardless of whether others agree to follow
- Get as far away as possible from the building or area where the threat is located and have a predetermined reunification location(s)

**West: St. Mary of the Immaculate Conception campus**

**East: Craig’s Popcorn Corner**

- Leave your belongings behind
- Prevent individuals from entering an area where the active shooter might be
- Keep your hands visible and up in the air, so it is clear you have no weapon
- Follow the instruction of responding police officers

## **HIDE**

If evacuation is not possible, find a place to hide and barricade where the active shooter is less likely to find you or reach you. The hiding place should:

- Be inconspicuous
- Be out of the active shooter's view
- Provide physical protection if shots are fired in your direction
- Provide a barrier between you and the attacker
- Employees should remember to:
  - Lock the door
  - Silence cell phones
  - Barricade the door or area you are in, with any items you can locate that will prevent or deter the active shooter from entering your space
  - Close blinds or curtains and cover windows
  - Hide behind large items, like cabinets or desks
  - Turn off radios or anything making noise
  - Remain quiet

## **FIGHT**

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 against him/her
- Throwing items and improvising weapons
- Yelling
- Working as a team with other staff to overtake the active shooter
- Committing yourself to defensive physical actions

## **IV Response Guidelines Follow Up**

The police will arrive to respond to the emergency.

1. Comply with police instructions. The first responding officers need to focus on stopping the active threat and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When police arrive at your location:
  - Remain calm
  - Follow instructions
  - Put down any items in your hands
  - Immediately raise your hands and spread your fingers
  - Keep your hands visible at all times
  - Avoid making quick movements towards officers
  - Avoid pointing, screaming and yelling
  - Do not ask officers for help or direction, just proceed in the direction they provide

3. When police arrive, be prepared to share the following information, if known:
  - Number of attackers
  - Number of individual victims and any hostages
  - Any events that may have provoked the shooter
  - Type and number of weapons possibly in the possession of the shooter
  - Identify library staff
  - Share library keys, if requested
  
4. Media Coverage
  - Law enforcement will respond to any media requests for information. Law enforcement will carefully consider the nature of any requests, in order to avoid disclosing information about any person that is confidential and protected by Federal and State privacy and medical laws and regulations.
  
5. Employee Assistance
  - All employees involved in an incident will be identified, and appropriate mental health resources will be offered. The Director (or Leadership Team) will work with the City Administrator and Human Resources for the aftercare of employees.
  
6. Employee Training
  - This Policy will be reviewed once per year with all staff members.
  - Training will be provided by the Portage Police Department.
  - Staff training, such as Run, Hide, Fight videos will be made available for viewing.
  - This policy will be reviewed with all new employees during orientation.

Approved by the Portage Public Library Board of Trustees  
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