

Active Shooter Policy

Otsego County Library Board of Trustees Approved 5/16/2023

In the event of an active shooter, the Otsego County Library has implemented the following policy of actions to be taken, focusing on three main steps: **1. Run 2. Hide 3. Fight.**

1. Run: Attempt to evacuate if there is an accessible escape path

- *Do not sound the fire alarm as this will cause people to evacuate and may become easy targets
- *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, but do not delay your exit by trying to convince them to leave
- *Prevent individuals from entering an area where the active shooter may be
- *Do not attempt to move wounded people
- *Call 911 when you are safe
- *When police arrive, keep your hands visible, follow directions, don't ask questions, and remain as calm as possible

2. Hide: If evacuation is not possible, find a place to hide:

- *TURN OFF YOUR PHONE! Any sound may give away your location
- *Find a spot that is out of the active shooter's view and provides protection if shots are fired in your direction
- *Avoid places that trap you or restrict your options for movement
- *Lock the door if possible or blockade with heavy furniture
- *Hide behind or under large items
- *Try to avoid huddling in groups
- *Dial 911 to alert police to the active shooter's location if it is safe to do so (keep phone on silent)
- *If the active shooter is nearby, remain still and quiet

3. 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 (fire extinguisher, chairs, heavy books, etc.)
- *Yelling
- *Committing to your action