

Violent Intruder Procedures

RUN. HIDE. FIGHT.

Get somewhere safe.

Remain calm. Exit and bring patrons with you if you can. Hide if you cannot. (“There is an emergency in the library. Please exit immediately.”) Do not argue. Lead by example. Regroup at McDonalds if possible. Do not re-enter the building for any reason.

Let others know.

Can you safely make a PA announcement? “There is an active shooter in the library. Get out of the building or hide.”

Can you safely alert the other floor? Dial 481 from within the library or 224-543-1481 from outside of the library to call all Department Heads. Or dial any of your coworkers in the area to be notified.

Can you safely alert the Annex? Dial 312 from within the library or 224-543-1312 from outside of the library.

Can you safely call 911? Calmly give them as much information as you can:

- Shooter(s) last known location
- Number of shooters
- Detailed physical description from the top down (race, hair, gender, hat, clothing)
- Number and types of weapons, if known
- Injured: number and location, if known
- Number and location of people still in the building, if known

If you are hiding. Do anything you can to fortify your position:

- Stay away from windows
- Close blinds
- Lock door
- Block door
- Turn off lights
- Stay out of sight
- Remain quiet; turn off cell phone ringer and make sure they won't vibrate.
- If you see a victim, do not give their location away by looking in their direction
- Do not come out until the police tell you it's safe. This may be minutes or hours.

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FIGHT as a last resort and only if your life is in danger.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons such as using a chair or fire extinguisher to distract and strike the shooter.
- Commit to your actions.

What to expect when police arrive

- First responders will be focused on capturing the shooter(s), not helping victims
- They will ignore anyone lying on the floor
- If you are outside or hidden, remain so until you are given the all clear
- Keep your hands visible at all times
- Do not surprise an officer or attempt to hand him/her anything - it could be mistaken for a weapon
- Do whatever the police tell you to do
- Know that help for the injured is on its way

Prepare in advance

- Watch the video "[Run, Hide Fight: Surviving an Active Shooter Event](#)"
- Read this guide
- Think about what you would do
- Add the Annex 224-543-1312 and Dial All Managers 224-543-1481 to your cellphone contacts