

**Middleton Public Library**  
**ACTIVE SHOOTER POLICY**

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**I. Purpose**

To assist staff at The Middleton Public Library to respond to an active shooter event. In addition to this policy, staff are also referred to the city of Middleton's Violence in the workplace policy. To preserve life and address the reality of an active shooter 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.

**II. Definitions**

- (A) **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.
- (B) **Hide Out or Hide** – These instructions mean to seek a hiding place outside of public view, preferably providing protection if shots are fired in your direction, and in a locked area.

**III. Procedures**

- (A) **LOCK DOWN**

The purpose of the lock down plan is to provide protection to employees and/or patrons at the Library if a situation arises involving an active shooter, dangerous intruder, or any other incident that may result in harm to persons inside or outside the building. Emergency situations are inherently chaotic; the best protection in such a situation is preparation.

When it is time to lock down:

1. If the facility is notified by Police or the City Administrator to go on lock down.

2. If you yourself witness an outside threat call 911 and if you can lock as many doors as possible.
3. If an active shooter or other threat is in the vicinity of The Middleton Public Library, the Library Director and or Deputy Director will lock all outside doors. This includes the front doors facing Hubbard.
4. Quickly notify all staff and patrons of the emergency (over a public address system if possible): "THIS IS AN EMERGENCY. THIS BUILDING IS NOW IN LOCKDOWN. QUICKLY PROCEED TO AN AREA AWAY FROM WINDOWS AND OUT OF SIGHT. LOCK AND SECURE ALL EXTERIOR DOORS.
5. Once secured, do not open the door for anyone until an all clear is given.

#### **IV. Response Guidelines – Active Shooter on the premise**

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.
- Get as far away as possible from the building or area where the threat is located.
- Leave your belongings behind.
- Help others escape, if possible.
- 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 instructions of police officers.
- Do not attempt to move wounded people. Provide first aid in safe areas.
- Call 911 to report the incident when you are in a safe area.
- Meet at the Middleton EMS building located at 2020 Parmenter street so we know you are safe.

##### **(A) HIDE OUT**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. If you are unable to leave your office area, close the door and lock it. Always keep your facility keys with you when working so you can enter rooms that are locked during the day.

##### **Your hiding place should:**

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction.
- Avoid areas which do not provide barriers or restrict your options for movement.

##### **To prevent an active shooter from entering your hiding place:**

- Lock the door.

- Barricade the door or area you are in with any items you can locate that will prevent or slow down the active shooter from entering your area.

**Other instructions:**

- Close the blinds or curtains and cover the windows so that the shooter cannot see you.
- Silence your cell phone.
- Turn off any noise source (radios, computer speakers)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet.

**FIGHT/TAKE ACTION**

**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.
- Work as a team with other staff and to communicate your actions.

**(B) ALL CLEAR DESIGNATION**

Officers will search the building before all clear is given. If you are hiding in a locked room and need to verify that it is law enforcement outside your door, you may ask them for identification, or you may call 911 to ask if the building is clear.

**(C) RESPONSIBLE PARTY**

The Middleton Public Library responsible party shall be the library director (***Jocelyne Sansing***), Deputy Director, or designated person in charge at the time. The responsible party should have knowledge of the following:

- Access to video surveillance (Police Department and IT)
- Utility shut off locations – Located in the basement furnace room.
- Knowledge of persons in the building and their likely locations.
- A list of shelter in place or locking rooms.
- Master Keys – Located in the Knox box outside the front door.

**(D) FACILITY AS A CRIME SCENE**

If the facility is the site of a violent incident, it will be secured as a crime scene. After and during the investigation, management will need to:

- Consult with the City Administrator & Police Chief.
- Have the facility appropriately cleaned and sanitized for the safe removal of possible bio-hazardous substances when it has been approved by the police chief.

- Exhibit compassion and caring for the deceased or injured.
- Facility management will remain available to law enforcement as needed.
- Facility management will coordinate with police to retrieve personal belongings.
- A base of operations for the Library should be set-up inside City Hall or as designated by city administration when it is safe to do so.
- Communication will be necessary with the IT department to access facility data base resources such as the senior center “V drive “containing the daily class sign-up lists to determine who may still be inside the facility. The IT department will also redirect facility phone calls to a city hall location when it is safe to do so.

#### (E) MEDIA LIAISON

Library staff should consult with the City Administrator or designee. The City Administrator will designate the media contact person.

#### (F) EMPLOYEE ASSISTANCE

All employees involved in an incident will be identified, and appropriate mental health resources will be offered. The Facility Director or Designee will work with the City Administrator and Human Resources for the aftercare of employees. If city staff is unable or is experiencing trauma themselves, action will be taken by the city to attend to their needs.

#### (G) Employee Training

- This Plan will be reviewed once per year with all staff members.
- Training will be provided once per year by the Middleton Police Department Community Liaison officer.
- Staff training videos such as Run, Hide, Fight videos will be made available.
- Staff will do an annual building walk through to discuss active shooter options.
- This policy will be reviewed with all new employees during orientation.

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