



The Canon City Public Library



Active Shooter Policy

LIBRARY POLICY

Canon City Public 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.
 - *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 the 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 block 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 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 actions.

Ryan Stevens, City Administrator

Date

Sue Hitt, Library/Museum Board Chair Date