



Email: [info@emmetsburg.lib.ia.us](mailto:info@emmetsburg.lib.ia.us)  
[www.emmetsburg.lib.ia.us](http://www.emmetsburg.lib.ia.us)

707 North Superior Street  
Emmetsburg, Iowa 50536  
Phone (712) 852-4009

## 5.19 Active Shooter Policy

The library staff needs to quickly determine the most reasonable way to protect lives when an active shooter is in the vicinity. Patrons and students are likely to follow the lead of employers, managers, and instructors during an active shooter situation.

Library staff should:

1. Evacuate using pre-established escape routes. Tell people to leave belongings behind and to keep their hands visible.
2. If the situation allows, act by attempting to incapacitate the active shooter with physical aggression and by throwing items at the shooter.

When law enforcement arrives on the scene, the staff should do the following:

1. Remain calm and follow officers' instructions.
2. Keep hands visible at all times.
3. Avoid making quick movements towards officers.
4. Avoid pointing, screaming, and/or yelling.
5. Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which the officers are entering the premises.

Staff should provide the following information to law enforcement or to 911 operators:

1. Location of active shooter(s).
2. Number of shooters, if more than one.

3. Physical description of shooter(s).
4. Number and type of weapons held by shooter.
5. Number of potential victims at the location.

If a library staff member observes other staff or patrons not taking an alarm or evacuation request seriously, please encourage them to do so. It may save a life and will reduce the risks to responding emergency personnel.

Adopted by the Board of Trustees: August 2011; Amended: September 2014; September 2020;  
Reviewed: July 2017, July 2023; Scheduled for Review: August 2026