

Active Shooter Procedure – Library

If shots are fired somewhere on campus, we may learn of it in one of several ways:

- You hear what sound like shots somewhere inside the library; or
- You receive an emergency text message from the UM-Flint Emergency Alert System; or
- You hear over the P.A. system a message from the Department of Public Safety along these lines: “Shots have been reported on campus. Secure in place.”

If the location of a shooting is OUTSIDE the Thompson Library:

- Grab your keys, cellphone, and, if near the circulation desk, the radio (set to channel 3).
- Circulation supervisor: Lock the main third floor entrance.
- Quickly confer with available colleagues, spread out to each floor and lead patrons to the designated safe-room on that floor: [___ 3rd floor room]; [___ 2nd floor room]; [___ 1st floor room]. Use other rooms as necessary when building is busy (e.g., [Room ___]).
- Make this P.A. announcement: “All occupants of the Library: IMMEDIATELY follow library staff to the nearest safe room, secure in place, and follow their directions. DO NOT DELAY.” Be decisive in the announcement and in directing students. Use your best judgment & don’t hesitate.
- If you can, grab the nearest fire extinguisher & take it with you into the safe-room as a weapon.
- Lock doors of safe-room, cover windows, direct everyone to set cellphones to silent, spread out inside the rooms, make a plan to subdue armed intruder at each door, keep silent and await all-clear or arrival of police. Do not open door – police will use a key to enter.
- When police arrive, do your best to make sure they are who they say they are. When police enter room, everyone remain in place, hands up & empty, with fingers spread.

If shots are fired INSIDE the Thompson Library:

- Grab your keys, cellphone, and, if near the circulation desk, the radio (set to channel 3).
- Circulation supervisor: Call DPS (911 from campus phone or 762-3333) & report incident.
- Lead library users away from the main staircase &, if possible, lead them out of building via west emergency stairwells. Otherwise, direct users to nearest office, room, or best available cover. Take responsibility only for floor on which you find yourself at the moment of incident. Don’t move toward the shots. Save those who can be saved without endangering your safety.
- Watch especially for users with disabilities and assist them, as possible.
- In safe-room, lock door, cover windows, direct everyone to turn cellphones to silent, make a plan to resist armed intruder, keep silent, await all-clear or arrival of police. Don’t open door.
- When police arrive, they will enter with a key. Make sure everyone remains in place, with hands up, empty & visible to police, fingers spread.

If any library user wishes to leave the building, do not stop them but do not go with them.

Stay secure in place until a UNIFORMED Public Safety Officer arrives on site and personally communicates that it is safe to leave the room. Do not leave the area/campus until directed to do so: Public Safety may need to ask you questions about the incident.