



EPL Active Threat Emergency Response Procedures - Downtown

Policy

Take immediate steps to provide for the safety of patrons and staff in case of an active threat situation at the Library.

Procedures

Safety is the number one priority in an active threat situation. Please keep this in mind and respond appropriately. Try to remain calm; patrons will observe staff behavior for guidance.

Summary of the procedures, which should happen as simultaneously as possible:

- Notify everyone of an emergency situation, including details of what's occurring
- Take appropriate safety measures: evacuate, hide, or take action
- Contact the police

Adjustments to the procedures may be necessary depending on the situation.

When Any Staff Member Becomes Aware of an Active Threat in the Building:

Make a PA announcement stating the situation, so everyone is aware and has the ability to keep themselves safe. The announcement should provide information, but not cause additional fear.

- Example: I have an announcement. There is a man with a gun on the 2nd floor near the magazines. He has a blue jacket. Please get yourself to safety.
- Example: I have an announcement. There is a woman with a knife on the 3rd floor threatening to harm people. She is wearing a blue shirt. Please get yourself to safety.

Police are contacted and ICOB will act as incident commander. If ICOB is not able to do this function because of their location, a manager or other ICOB on duty will. ICOB and senior staff on each floor should take the walkie-talkie and safety vest, if it is safe to do so.

Evacuation:

Tell patrons to evacuate the building, in as safe a manner as possible. While moving outside, keeping hands raised with palms out will aid in identifying you as a "non-threat" to emergency responders. It's important for everyone to get as far away from the building as possible. Patrons and staff can gather at the other side of the block from our usual convening point in order to be out of the line of sight of the Library. (West side of the church parking lot, North side of LCC building, East side of LTD)

Hide & Secure the Immediate Area:

If exiting the building is not possible, staff and patrons should move to a safer area of the building, ideally in the staff area that is protected by locked doors. Once hiding in a safer spot, the following activities help to secure that area:

- Lock and/or barricade doors with any available object(s) – chairs, tables, desks, etc.

- Turn off lights.
- Close blinds and block windows that can be opened.
- Turn off computer monitors.
- Keep everyone calm, quiet and/or out of sight by lying low to the ground.
- Take adequate cover/protection (e.g. concrete walls, desks, chairs, tables, filing cabinets).
- Silence cell phones.

Contacting The Authorities:

If possible, the person who witnessed the threat will call 911 and report the situation. ICOB should also call, in case the witness is not in a position to make the contact. It is okay for 911 to receive two calls from the same building.

What to Report:

- Location – including location in the building
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun, etc), backpack, assailant's identity if known, separate explosions from gunfire, etc.
- If anyone is injured

When in a safe and secure location, ICOB should notify the Library Director (541-729-2364).

When The Emergency Situation Is Resolved:

It is extremely important that you DO NOT move from your position until you are informed that it is safe to do so.

ICOB will make an announcement that it is "all clear" and safe for everyone to move about the building. Provide some basic information, so people know what happened.

- Example: The gunman has been arrested. Thankfully no one was injured. Thank you all for your cooperation.
- Example: The woman with the knife has been arrested and is off the property. Unfortunately one person received some injuries and is being taken to the hospital. Thank you all for your cooperation.

ICOB also uses the Walkie-Talkie to communicate the same information to those gathered in the convening points.

Reporting:

Once the situation has been declared safe for staff and patrons, the ICOB and managers on duty will coordinate next steps, such as preparing a debrief summary of the event and communicating with the City of Eugene public information officers.

Training video: This video demonstrates the Run, Hide, Fight response to an active threat - [Run Hide Fight response video](#)