Millbrook Library Emergency Preparedness Plan

**ACTIVE SHOOTER**

In the event of an active shooter situation, one of the following actions is recommended:

1. EVACUATE (RUN)
   * Have an escape route and plan in mind
   * Leave your belongings behind
   * Keep your hands visible
2. HIDE OUT (HIDE)
   * Hide in an area out of the shooter’s view
   * Block entry to your hiding place and lock the doors
   * Silence your cell phone
3. TAKE ACTION (FIGHT)

* As a last resort and only when your life is in imminent danger
* Attempt to incapacitate the shooter
* Act with physical aggression and throw items at the shooter

1. Call 911 when it is safe to do so. After the threat has passed, let your supervisor know that you are OK.