

Active Shooter Policy

This procedure is intended to provide guidance to staff and patrons in the event an individual is actively shooting person(s) in Rawlins Municipal Library or in the surrounding areas. This procedure will cover the steps to follow in the event that a shooting does occur, what to do when law enforcement arrives, and after the situation has ended.

Definition

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearm(s) and have no pattern or method to their selection of victims, which creates an unpredictable and quickly evolving situation that can result in loss of life and injury. Other active shooter attack methods may also include bladed weapons, vehicles, and improvised explosive devices. While law enforcement is usually required to end an active shooter situation, individuals can take steps to prepare mentally and physically for the possibility of this type of event occurring in order to save lives.

What to do in the event of an active shooter

Active shooter situations create an unpredictable and rapidly evolving situation. Due to the nature of the situation the following steps are in place to help mitigate casualties and injuries. The steps are as follows **“RUN,” “HIDE,”** and **“FIGHT”**.

- **STEP 1 RUN**
 - Evacuate if possible. Have an escape route in mind. Look for emergency exits.
 - Move away from the sound of the armed person(s).
 - Leave your belongings behind.
 - If possible take others with you but do not stay if they are refusing to evacuate.
 - Do not attempt to move injured people.
 - When safe call 911 and silence your cell phone. Please refer to the *Text-to-911* Fact Sheet attached to this policy. Staff and patrons are able to text 911 as well.
- **STEP 2 HIDE**
 - If evacuation is not possible stay out of sight and hide.
 - Stay calm.
 - Find a location that will camouflage your location.
 - Put objects between you and the shooter.
 - If able, apply first aid to wounded victims.
 - Stay silent and silent cell phones.
 - If possible call 911. If you cannot speak, leave the phone line open and let the dispatcher listen. Staff and patrons can also text 911.
 - Prepare mentally and physically for the possibility that you might have to fight.
- **STEP 3 FIGHT**
 - This is the last resort and should only be done if there are no other options.
 - Be as aggressive as possible.
 - Yell and make loud noises.
 - Throw whatever items you can find to use as weapons.
 - Attempt to disrupt and/or incapacitate the shooter.
 - This is your final line of defense. Do not give the shooter time to react. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

When Police Arrive

Police will respond in a rapid manner. However, when officers first arrive on scene they will be moving towards where the shots were last heard as their purpose is to stop the shooters as quickly as possible.

- Run towards the location law enforcement are arriving from.
- Do not grab onto police officers or ask questions.
- Stay in view of the police.
- Keep both hands raised above your heads and palms open.
- Listen to the instructions given by the police.
- If you're hiding and someone knocks on the door do not open it. Stay silent. The officers will identify themselves, making sure the area is safe. Do not exit until told to do so by the police.
- If you're hiding, inform the police how many are in the room with you.
- When you exit the room, put your hands above your head.

Follow Up

Should an active shooter event happen at Rawlins Municipal Library; the Library Director will work with the Pierre Police Department on follow up with the appropriate authorities. Rawlins Municipal Library will follow the recommendations provided by the Pierre Police Department.

Training

The Library Director will work with the Pierre Police Department to host active shooter trainings for the staff and trustees every three years. All new staff will be trained on the location of the panic buttons and on how to text 911.

Approved by the Rawlins Municipal Library Board of Trustees March 27, 2023

Reapproved by Rawlins Municipal Board of Trustees March 24, 2025



CALL *if you can*, TEXT *if you can't*

About Text-to-9-1-1

- Text-to-9-1-1 is available in South Dakota as of March, 2021.
- Text-to-9-1-1 provides direct service for individuals who are deaf, hard of hearing, or those with a speech disability. Texting can also be used by individuals who lost the ability to speak following a medical crisis.
- Text-to-9-1-1 should only be used when a person can't safely make a voice call, such as an active shooter, domestic violence, home invasion, and human trafficking.

How to Text 9-1-1

1. Enter the numbers 9-1-1 in the "To" field.
2. Text your exact location and type of emergency.
3. Send the message.
4. Be prepared to answer questions promptly and follow instructions.



Texting Do's and Don'ts

- Use simple words; do not use abbreviations, pictures, text slang or jargon, emojis or group texts including 9-1-1.
- Once you have initiated a Text-to-9-1-1 conversation, do not delete the conversation or turn your phone off until you have been instructed to do so.
- Texting 9-1-1 with a false report is a crime, as is sending a "test" text. If you accidentally send a text to 9-1-1, send another text or call 9-1-1 to let the dispatcher know that there is no emergency.
- Do NOT text and drive!

Text-to-9-1-1 Facts

- Emergency response may be lengthened due to the time it takes for a text to 9-1-1 to be typed and sent. Text-to-9-1-1 messages are subject to the same service speeds and/or delays depending on network strength in your area.
- Location is not as accurate with text as it is with a call. Be sure to text your exact address or location.
- At this time, 9-1-1 call centers are not equipped to accept photos or videos attached to a text-message.
- A text or data plan is required in order to use Text-to-9-1-1.
- If you attempt to send a text to 9-1-1 where that service is not currently available or your phone is in "roaming" status, you should receive a "bounce-back" message informing you that the service is unavailable.
- There is no language translation service for texts to 9-1-1.
- Texts to 9-1-1 have a 160-character limit, can get out of order, or may not be received.



South Dakota Department of Public Safety

118 W Capitol Ave, Pierre, SD 57501 605-773-3264 www.Text911SD.com