

GUNS IN THE LIBRARY  
June 29, 2018  
**RESOURCES**

**RELEVANT INDIANA CODE PROVISIONS**

- [IC 34-28-7](#) Possession of Firearms & Ammunition in Locked Vehicles
  - Sec. 1: Applies to person who may legally possess firearm or ammunition
  - Sec. 2: Employer can't prohibit employee from having firearm in employee's vehicle provided it is locked in trunk, kept in glove compartment, or stored out of plain sight (some exceptions but they probably don't apply to libraries)
- [IC 35-42-2-1](#) Battery
- [IC 35-42-2-2](#) Criminal Recklessness
- [IC 35-42-2-3](#) Provocation
- [IC 35-47-1-5](#) Definition of Firearm
- [IC 35-47-4-3](#) Pointing firearm at another person
- [IC 35-47-11.1](#) Local Regulation of Firearms, Ammunition, and Accessories
  - Sec. 2 Political Subdivision can't Regulate Firearms, Ammunition and Accessories
  - Sec. 4 Exceptions:
    - 4(2) Employer may prohibit employee from carrying firearm or ammunition at work (but Employee may keep them in car)
    - 4(6) Political subdivision may prohibit or restrict intentional display of firearm at public meeting
    - 4(10) Organizer of an event occurring on property leased from political subdivision may regulate conduct as a condition of admission

**ACTIVE SHOOTER RESOURCES**

- RUN-HIDE-FIGHT: SURVIVING AN ACTIVE SHOOTER EVENT  
[https://www.youtube.com/watch?v=XsE\\_JdzpAbl&has\\_verified=1](https://www.youtube.com/watch?v=XsE_JdzpAbl&has_verified=1) This video is a graphic depiction of an active shooter event, and what steps you can take to survive that event.
- Dixon, Jennifer A. "Guns in the Library." *Library Journal*, vol. 143, no. 2, 2/1/2018.
- Kautzman, Amy. "Active Shooter in the Library: How to Plan for, Prevent and Survive the Worst." *Texas Digital Library*, vol. 25, no. 1, 2/1/2011.  
<https://journals.tdl.org/llm/index.php/llm/article/viewFile/1864/1633>
- Massachusetts Library System, "Employee Emergency Procedures (template)."  
<https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fwww.masslibsystem.org%2Fwp-content%2Fuploads%2FLibrary-Employees-Emergency-Response-Procedures-TEMPLATE.doc>
- FEMA Active Shooter One-Pager <https://www.fema.gov/media-library-data/1472672897352-d28bb197db5389e4ddedcef335d3d867/FEMA>

## TRAINING RESOURCES

- ISL archived webinar presented by Indiana State Police Officer, Nick Klingkammer: <https://continuinged.isl.in.gov/active-shooter-training-for-libraries-2-leus/>.
- ISP live training is preapproved for LEUs and can be scheduled from their website: <https://www.in.gov/isp/3191.htm>. This page also contains videos and information guide.

## SAMPLE POLICIES

Sample optional policy language follows that can be incorporated into the library's policies:

- PATRON CONDUCT POLICY EXAMPLES
- PUBLIC MEETING POLICY EXAMPLE
- EMPLOYEE/PERSONNEL POLICY EXAMPLE
- NEWTON COUNTY PUBLIC LIBRARY ACTIVE SHOOTER WORKPLACE RESPONSE POLICY

## PATRON CONDUCT POLICY EXAMPLES

*(The library can include some or all of the language below in its patron conduct policy.)*

The library is committed to maintaining a safe and healthy environment conducive to the use and enjoyment of the library by its patrons and in furtherance of library's purpose... *(state the library's purpose)*.

Patrons shall be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, attending library programs, or using library materials or library resources will be asked to leave the building.

The following rules apply within the library or anywhere on library property:

- Patrons shall not interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties.
- Patrons shall respect the rights of other patrons and shall not harass, annoy, or intimidate others through noisy, boisterous, or threatening activities; by unnecessary staring at another person; by following another person about the inside or outside of the building; by playing audio equipment so that others can hear it; by singing or talking loudly to others or in monologues; or by behaving in any other manner which reasonably can be expected to disturb other persons.
- Patrons shall not use library property or other property that has been brought into the library by the patron or another individual in a manner that creates a safety hazard for library patrons.

- *(Add any other desired prohibitions)*

### **PUBLIC MEETING POLICY EXAMPLE**

“The \_\_\_\_\_ Public Library prohibits the intentional display of firearms during public meetings.” *(This language can also be included on the bottom of the library’s meeting notices as a reminder to meeting attendees.)*

Violators will receive a warning and an opportunity to cease a behavior that violates this policy. Continued or repeat violations may result in suspension of library privileges for a duration commensurate with the severity of the offense, the patron’s history of policy violations, and any other relevant factors. Patrons engaged in behaviors that pose a serious imminent risk to health or safety may be immediately expelled from the library without prior warning and with or without the assistance of library security or local law enforcement.

When possible, patrons who have their library privileges suspended will be provided with written notification stating the specific library policy violated and specifying the length of the suspension. Appeal requests may be made in writing to the library director. Further appeals may be made in writing to the library board.

*(Additional details can be provided about the appeal process. Behavior policies should be posted and/or provided in a manner that library patrons can reasonably be expected to be aware of the contents therein.)*

### **EMPLOYEE/PERSONNEL POLICY EXAMPLE**

*(If the library wishes to regulate employees carrying firearms on their person during work hours, the following language may be added to the library’s personnel language)*

“Library employees are prohibited from carrying firearms on their person while the employee is on duty. Employees who are legally permitted to possess firearms may store such firearms out of sight (in glove box, trunk, etc.) in their locked automobile while the employee is on duty. “

## NEWTON COUNTY PUBLIC LIBRARY ACTIVE SHOOTER WORKPLACE RESPONSE POLICY

This policy is intended to provide guidance to Library staff in the event an individual is actively shooting a weapon at people while in the Library or on Library property.

Newton County Public Library will provide an active shooter emergency response plan to staff to alert them that an active shooter appears to be engaged in killing or attempting to kill people in the Library or on Library property.

An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people at the Library premises. In most cases active shooters use firearms and display no patterns or methods for selection of their victims. In some cases active shooters use other weapons and/or explosive devices to increase the numbers of victims and act as an impediments to police and emergency responders.

This plan cannot address all possible scenarios, but outlines a general planned response.

If possible, **the first employee** to identify an active shooter situation will:

- **Attempt** to notify either 911 or another Library building with the following information:
  - Caller's name
  - Location, including 911 address
  - Physical description of shooter
  - Type of weapon, if known
    - Should this employee notify another Library building, that building staff is responsible for immediately and accurately contacting the local sheriff's department via 911

### POTENTIAL RESPONSES

The employees at the location where the active shooter situation is occurring have 3 possible courses of action to follow in response that danger.

- Evacuate
- Hide out
- Self-defense

### EVACUATE

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

- Have an escape route and plan in mind
- Evacuate, regardless of whether others agree to follow

- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:

The hiding place should:

- Be inconspicuous
- Be out of the active shooter's view
- Provide physical protection if shots are fired in your direction (for example, locating in a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
- Not trap you or restrict your movement

To prevent an active shooter from entering the hiding place:

- Lock the door, if possible
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door, if possible
- Silence cell phones
- Hide behind large items, like cabinets or desks
- Remain quiet and motionless

## SELF-DEFENSE

If it is not possible to evacuate or hide, then consider self-defense, with these recommendations:

- Remain calm
- Do not do anything that will provoke the active shooter
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open to allow the 911 dispatcher to listen

Take action against the active shooter only when you believe your life is in imminent danger, and then attempt to disrupt and/or incapacitate the active shooter as follows:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Commit yourself to defensive physical actions

## LAW ENFORCEMENT RESPONSE

The police will arrive to respond to the emergency. Please follow these recommendations:

1. Comply with police instructions. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When police arrive at your location:
  - Remain calm, and follow officers' instructions
  - Put down any items in your hands
  - Immediately raise your hands and spread your fingers
  - Keep your hands visible at all times
  - Avoid making quick movements toward officers, such as attempting to hold on to them for safety
  - Avoid pointing, screaming or yelling
  - Do not ask officers for help or direction when evacuating, just proceed in the direction in which the officers are entering the area or to an area to which they direct you
  - Notify Library administration (Director, Assistant Director, or Branch Manager) that you have evacuated the premises
3. When police arrive be prepared to share the following information, if possible:
  - Number of shooters
  - Number of individual victims and any hostages
  - Any events that may have provoked the shooter
  - Type and number of weapons possibly in the possession of the shooter
  - All necessary Library representatives still in the area as part of the Library's emergency management response
  - Share your Library key, if requested by the police

## POLICE INVESTIGATION

After the police have secured the premises, the Library will arrange to have designated administration representatives (Director, Assistant Director, or Branch Manager) participate in the law enforcement investigation of the incident, including identifying witnesses and providing requested documents.

## MEDICAL ASSISTANCE

The Library will designate management representatives (Director, Assistant Director, or Branch Manager) who will engage with emergency responders who provide medical assistance to injured employees, including ensuring that all required medical insurance information is provided. The Director or Assistant Director has access to basic staff medical information, such as allergies, doctors and such.

## NOTIFICATION OF RELATIVES

Law enforcement personnel will notify relatives of any injured employees in a timely fashion.

## OSHA

In the event that there is a fatality or one employee is hospitalized for treatment, OSHA (Occupational Safety and Health Administration) must be notified. If there is a fatality, OSHA must be notified within eight (8) hours. In the event of a hospitalization of one employee for treatment, OSHA must be notified within twenty-four (24) hours.

In addition, if the fatality or injury is work-related, the Library may have to record the incident on its OSHA 300 Log (Log of Work-Related Injuries and Illnesses) within seven (7) calendar days.

## MEDIA

Law enforcement will respond to any media requests for information. Law enforcement will carefully consider the nature of any such requests in order to avoid disclosing information about any person that is confidential and protected by Federal and state privacy and medical laws and regulations interfering with an ongoing police or Library investigation.

Approved September 2017

Revised October 2017