

## **LOCKOUT AND LOCKDOWN POLICY**

To protect occupants and minimize the overall exposure to danger (e.g. external emergency, missing child, police request, etc.), a lockout or lockdown is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure.

In the event that Scenic Regional Library would need to initiate a building lockout or lockdown this policy is to direct staff, in cooperation with local police, in its implementation.

Special Note: The Library staff CANNOT forcibly restrain patrons from leaving the building. The request needs to be stated as an urgent, but voluntary compliance until the issue is resolved. Staff will however, *lock doors and refuse admittance to the building.*

NO ONE is allowed to enter the building until after the lockout or lockdown is cancelled.

NO ADMITTANCE (except responding police and emergency officers) includes staff, children, Board members, patrons, etc.

NOTE: Call 911 at any time if assistance is needed.

The Library differentiates between a lockout and lockdown depending on the nature of the situation.

Library Administration will direct the staff "Person in Charge" at a branch location to initiate lockout or lockdown procedures.

### **Lockout Procedures**

1. If a lockout is necessary, remember to be urgent in your manner.
2. Proceed to lock all doors.
3. Place a sign on the main entrance stating: "The library is in lockout."
4. Announce lockout. (Example: "The Library is initiating a building lockout. We ask for your voluntary compliance and that you remain in the Library until the situation is resolved and an "all clear" announcement is made.")
5. Patrons are allowed to conduct business as usual and to leave at their own risk.
6. Staff should immediately cover the public entrance(s). Staff will request all people attempting to leave the building to remain within – but cannot restrict their exit. NO ONE may enter the building until an "all clear" has been announced.
7. Staff "Person in Charge" will assist the police and/or other emergency responders as requested.
8. Issue an "all clear" when notified by administration or when the situation has cleared.

### **Lockdown Procedures**

1. If a lockdown is necessary, remember to be urgent in your manner.
2. Proceed to lock public entry doors.

3. Place a sign on the main entrance stating: “The library is in lockdown.”
4. Announce lockdown. (Example: “The Library is initiating a building lockdown. Please move to the Library staff work room. We ask for your voluntary compliance and that you remain in the Library until the situation is resolved and an “all clear” announcement is made.”)
5. Lights are eliminated, and persons gathered into one location in the building (staff work room).
6. Direct services to patrons are suspended while lockdown procedures are in effect.
7. Staff will request all people attempting to leave the building to remain within – but cannot restrict their exit. NO ONE may enter the building until an “all clear” has been announced.
8. Staff “Person in Charge” should maintain visual contact with the main public entrance, if possible, in order to respond to police and/or other emergency responders as requested.
9. Staff “Person in Charge” will assist the police and/or other emergency responders as requested.
10. Issue an “all clear” when notified by administration or when situation has cleared.