



Policy Title:	Lockdown
Policy Type:	Health and Safety
Policy #:	HS 009
Policy Authority:	CEO
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PURPOSE

Lockdown procedures protect individuals within a building in the case of an emergency. They require that the individuals stay safely sheltered within the building where they are located once an emergency is identified and declared, unless there is a specific threat within that building that requires them to exit.

DEFINITIONS:

“Lockdown”: Lockdown is a response to a major incident, or threat of violence within the building, or in the immediate area of the Library. It attempts to isolate individuals from danger by requiring everyone to remain inside the building in secure locations.

There are various levels of lockdown: Shelter-in-Place; Hold and Secure; Full Lockdown

1. **“Shelter in Place”** is a term used for an environmental or weather-related situation where it is necessary to keep all occupants within the library to protect them from an external situation such as a chemical spill, blackout, explosion or extreme weather condition. Individuals can move freely within the library but will be asked to stay inside the building until the outside situation is safe.
2. **“Hold and Secure”**, partial lockdown, is a term used when it is desirable to secure the library because of an ongoing situation outside and not related to the library (e.g. bank robbery). In this situation, the exterior doors to the library are locked until such time as the situation near the library is resolved. It protects individuals from leaving the building and entering into an area of danger or prevents a threat from entering the building.
3. **“Full Lockdown”** is used when the physical threat is already in the building and measures need to be taken to prevent the threat from accessing areas, to protect individuals from entering areas where the threat may be present and to protect individuals from remaining in areas to which the threat may be moving.

PROCEDURES

Shelter-in-Place

In the case of an external health hazard, where it is not possible or advisable to evacuate a building, the following procedures are recommended:

1. Police/Emergency Services will notify Library and Municipal Staff of need for ‘Shelter-in-Place’
2. The person-in-charge should make an announcement of “Shelter-in-Place” over the building’s public address system or other means of communication
3. The person-in-charge should assign an individual to close all windows and doors.
4. Person-in-charge should notify Administration and Municipality immediately.
5. Individuals should remain in the shelter-in-place mode until Police/Emergency Services indicate it is safe to come out.
6. Person-in-charge should complete an Incident Report.

Hold and Secure

(Partial Lockdown for danger due to physical threat or environmental threat outside the building or in the neighbourhood)

1. Police/Emergency Services will notify Library and Municipal Staff of need for ‘Hold and Secure’
2. The person-in-charge should make an announcement of “Hold and Secure” over the building’s public address system or other means of communication
3. This announcement should advise individuals inside the building of the threat, not to leave the facility, to control movement inside the building and to advise that further updates will be provided.

Example: “Attention, this is a security alert. We are implementing ‘hold and secure’ procedures...”

4. Person-in-charge should designate someone to:
 - a. Lock the entrance doors/gates;
 - b. Close all blinds;
 - c. Keep individuals away from windows.
5. Person-in-charge should notify Administration and Municipality immediately.
6. Individuals should remain in the ‘hold and secure’ mode until police/emergency services indicate it is safe to come out.
7. If the case of emergency exit, the rally point is the same as that for evacuation for fire.
8. Person-in-charge should complete an Incident Report.

Full Lockdown

(For danger due to physical threat inside the building)

1. If feasible, Police/Emergency Services will notify Library and Municipal Staff of need for “Full Lockdown”
2. If not feasible, the person-in-charge should make decision.
3. The person-in-charge should an announcement of a LOCKDOWN over the building’s public address system or other means of communication.

Example: “The Library is in LOCKDOWN. Until further notice no one is to leave or enter the building. Please proceed to xx room immediately”.

4. Person-in-charge should designate someone to :
 - a. Physically secure the entrance doors/gates;
 - b. Clear washrooms, if possible;
 - c. Help move people to nearest lockable room.
5. If Police/Emergency Services have not been informed, person-in-charge should call 911 and alert them as to the nature of the emergency.

Call should include:

- a. Identification of call;
 - b. Location of threat;
 - c. Type/description of threat;
 - d. Any known injuries/casualties;
 - e. Number/description of suspects.
6. Person-in-charge should notify Administration and Municipality immediately.
 7. Person-in-charge should put one cell phone on ‘vibrate’ while maintaining communication with police.
 8. Once inside lockable room staff should:
 - a. Close all windows/blinds
 - b. Keep individuals away from windows
 - c. Turn off lights
 - d. Position individuals on the floor against the wall adjacent to the door or in the most non-visible position. Have everyone remain quiet
 - e. Take the names of everyone in the room, if possible
 - f. Turn off all mobile phones and all communication devices in order to maintain silence
 - g. Disregard all fire alarms/bells
 9. Police will communicate to person-in-charge, the ‘all-clear’ signal
 10. Person in-charge will transmit notification of “All-Clear’ signal through all available communication
 11. If the case of emergency exit, the rally point is the same as that for evacuation for fire.
 12. Person-in-charge should complete an Incident Report
 13. Administration may require a de-briefing with Police, Library Administration, and key stakeholders.