Policy Title:	Lockdown
Policy Type:	Health and Safety
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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. Note the procedures herein are based on Emergency Management guidelines, depending on the situation and direction of Police/Emergency Services, the procedures outlined herein may change.

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. Depending on the direction of emergency services personnel (Police/Fire) they may be asked to stay inside the building until the outside situation has been declared as 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 has been declared as 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 will make an announcement of "Shelter-in-Place" over the building's public address system or other means of communication.

   Example: "Attention, this is a security alert. We are implementing 'shelter in place' procedures. Please follow the direction of staff".

3. The person-in-charge will assign an individual to close all windows and doors.

4. Person-in-charge will notify Administration and Municipality immediately.

5. Individuals should be provided with reassurance and informed of the direction to remain in the shelter-in-place mode until Police/Emergency Services indicate the situation has been deemed safe to leave.

6. Person-in-charge will seek out a Supervisor to address any concerns and will complete an Incident Report.

Hold and Secure

In the case of a Partial Lockdown for danger due to physical threat or environmental threat outside the building or in the neighbourhood, the following procedures are recommended:

1. Police/Emergency Services will notify Library and Municipal Staff of need for 'Hold and Secure".

2. The person-in-charge will make an announcement of "Hold and Secure" over the building's public address system or other means of communication.

3. This announcement will 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 as they are received by Police/Emergency Services.

   Example: "Attention, this is a security alert. We are implementing 'hold and secure' procedures Emergency Services have directed that no one is to leave the facility. Please follow the direction of staff".

4. The Person-in-charge will designate someone to:
   a. Lock the entrance doors/gates;
   b. Close all blinds;
   c. Keep individuals away from windows.

5. The Person-in-charge will notify Administration and Municipality immediately.

6. Individuals should remain in the 'hold and secure' mode until police/emergency services indicate the situation has been deemed safe.

7. In the case of emergency exit, the rally point is the same as that for evacuation for fire, unless otherwise communicated.

8. The Person-in-charge will seek out a Supervisor to address any concerns and complete an Incident Report.

Full Lockdown

In the case of a dangerous situation due to physical threat inside the building the following procedures are recommended:

1. Depending on the situation if feasible, the Police/Emergency Services will notify Library and Municipal Staff of need for "Full Lockdown".

2. If not feasible, the person-in-charge will make the decision depending on the situation.

3. The person-in-charge will make 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 from Emergency Services no one is to leave or enter the building. Please follow the direction of staff".

4. Person-in-charge will 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 will call 911 and alert them as to the nature of the emergency within the building.

   This call will 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. The Person-in-charge will notify Administration and Municipality immediately.

7. The Person-in-charge will maintain a line of communication with police. Depending on the direction of the police, the line of communication may be via the staff members' cell phone (which will be put on vibrate mode) or a telephone extension where Police can maintain contact (the phone volume to be turned down to its' lowest setting).

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. Instruct everyone to either turn off or silence all mobile phones/communication devices in order to maintain silence and follow the directions of emergency services;
   g. Disregard all fire alarms/bells.

9. Police/Emergency Services will communicate to person-in-charge, instructions when the 'all-clear' is signaled.

10. The Person in-charge will transmit notification of "All-Clear' signal and any further instructions conveyed by Police/Emergency Services through all available communication.

11. In the case of an emergency exit, the rally point is the same as that for evacuation for fire, unless otherwise communicated.

12. The Person-in-charge will seek out a Supervisor to address any concerns and complete an Incident Report.

13. Library Administration may require a de-briefing with Police and other key stakeholders.

For more information on Emergency Management:

https://www.emergencymanagementontario.ca/english/home.html