

Purpose

This policy describes what to do when an event with the potential to harm library patrons or staff is reported or witnessed. Safety of persons is paramount in such cases and protecting property should be neglected. This policy empowers staff to take whatever steps they deem necessary to keep themselves and others safe.

Potentially dangerous situations will involve the lockdown of the building with entry and exit restricted. The purpose is to minimize the exposure of library staff and patrons to harm, including in the most serious cases the threat to life. Three levels of lockdown are employed, depending on the amount of threat to those in the library.

When this policy is implemented

A lockdown is implemented when the Library is notified by the police or others of a potentially dangerous situation or if such a situation arises in or near the library. As a guide, situations when a lockdown would be implemented include:

- When police are looking for a violent offender in the neighborhood of the library;
- When a violent crime has occurred near the library;
- When a credible threat of violence to library staff, clients or property has been received.
- When someone has entered the library brandishing a weapon with the intent to harm to library staff, clients or property.
- When someone in the library has become violent or overly aggressive and others fear for their safety.

Many violent acts are pre-planned to take unsuspecting victims completely by surprise. Thus, the very nature of violence makes it a fluid act that is constantly changing. Responding proactively can be a daunting challenge, but doing so can minimize the risk of injury or death to oneself and others.

Lockdown levels

The three levels of lockdown are briefly described here. Detailed procedures are given below.

a. Low Level Lockdown

Implement this level when alerted that an incident has occurred in the surrounding area. Lock all exterior doors and do not allow entry to anyone until the “all clear” has been sounded. Advise patrons to move away from windows. Patrons are allowed to conduct business as usual and to leave at their own risk.

b. Medium Level Lockdown

Implement this level when alerted that an incident has occurred in the immediate vicinity of the Library. Lock all exterior doors and do not allow anyone to enter or exit until the “all clear” has been sounded. Advise patrons to move away from windows. Patrons are not allowed to leave, not only for their own safety, but also for the safety of others such as law enforcement officers who would have to provide attention to their movements.

c. High Level Lockdown

Implement this level when there is an actual or perceived threat of harm to the library's staff, patrons or property. Lock or block all doors one can between the active threat and others. This may mean the outside doors if the threat is outside, but this will mean the interior doors when an assailant is in the building. In most situations that staff and patrons will be moving towards safety while shutting and locking doors behind them to impair or block an assailant's ability to follow.

Procedure: Low level lockdown and medium level lockdown

1. Generally the Delavan Police Department will call to inform us that there is a threat to the safety of library staff, clients or property. The nature of the issue will determine if this will be a low level or a medium level lockdown.
2. The person receiving the call will immediately inform the Person In Charge (PIC);
3. The PIC will direct staff to lock parking lot entrance doors and Walworth Avenue entrance doors. Signs will be posted indicating the Library is in lockdown, that the area around the library may not be safe and that no one is being admitted;
4. Staff will inform patrons of the situation, either by making a loud verbal announcement or approaching each patron individually;
5. If a Medium Level Lockdown has been determined: dim lights, close blinds, gather staff and patrons in a main floor area away from windows;
6. If the incident is occurring close to a shift change, incoming staff should be called at home and told not to report to work until notified.
7. If enough staff are present, and it is safe to do so, one staff member will be assigned to remain at each entrance to control entrance and departure.
 - a. No one may enter during a lockdown. All seeking to do so, including from a delivery service, will be informed that the library is under lockdown, doors will not be opened, and it is suggested they seek a safe location.
 - b. Under a low level lockdown, patrons may leave but will be warned that it may not be safe outside and that they may not return;
 - c. Under a medium level lockdown, patrons will be told we have been advised that it is unsafe to be outside the building and no one may exit.
8. Staff without assigned duties will review safety and evacuation options in case the situation escalates.
9. An "ALL CLEAR" will come from Delavan Police Department:
 - a. Doors will be unlocked and signs removed and patrons will be free to come and go.
 - b. Staff will leave assigned posts, such as at the doors and resume regular duties;
10. PIC will make sure an Incident Report is filed.

Procedure: High level lockdown

1. We may be advised or it may become apparent that there is someone near or in the building seeking to harm library staff or patrons. For example, there may be yelling, threats, sounds of gunfire, or other loud unexpected noises.
2. **Staff will immediately take any and all action needed to prevent harm and preserve life.** What action is taken will depend on the situation. Protecting property should not be a concern.
3. **When safe to do so, Dial 911 for the police and report the incident.**
 - a. Provide as much information about the situation as possible, including a description of the shooter(s) and number of people in the building; use the code phrase "Active Shooter" or "Active

Killer”. These details give law enforcement valuable information to use in planning their response.

b. If you cannot speak on the phone, leave the line open so the dispatcher can hear what is happening.

4. **Quickly implement a survival strategy when there is an active killer**

Unfortunately, public places are being targeted more frequently by people who are upset or disgruntled and feel a need to address their grievances in violent ways. A person who enters a public place armed with any type of weapon can be considered an “active killer”. Recent history has seen this type of assailant using guns, knives and bombs. Should you find yourself in a situation where you are near an “active killer”, you should implement one or more of the following survival tactics. You will have to decide quickly which to do.

a. **RUN/EVACUATE**

Get away from the assailant as quickly as possible. Usually run, using whatever cover and motions you can to avoid being hit by potential gunfire. Leave your belongings behind. Keep your hands visible. Do not stop to try and help wounded individuals. Crawl if there are obstacles that will conceal you from view of a gunman. When crawling, stay low and out of a line of fire and move as quickly and quietly as possible away from the threat.

- Take others with you as you go.
- Go around corners and keep out of sight of the assailant
- If seen, zigzag and seek cover as you run
- Depending on the location of the incident, exit through the Walworth Avenue doors; parking lot doors; emergency exit near the drinking fountain in the lower level; or exit to 4th Street by the Tech Room in the lower level; if possible, use a fire exit and set off the alarm:
- Get out of the building and as far away from it as possible.
- Warn others of impending danger as you evacuate so they may also begin taking evasive and survival actions.
 - Yell out what is happening and where the danger is unless this will endanger you
 - Set off door alarms and/or pull fire alarm

b. **HIDE**

Hiding from an assailant only works if he doesn’t see where you chose to hide. This means you must hide quickly, out of the assailant’s line of sight and ensuring the area in which you hide is large enough to fully conceal you. Possible hiding areas are the Circulation Workroom, the Tech Room, the Staff Room, or a closet.

- Lock or use furniture to barricade doors between your hiding area and the threat.
- Make sure you cannot be seen. As appropriate, close blinds and cover windows, hide behind a large piece of furniture, etc.
- Remember to remain quiet and give no clues as to your general or specific location. Silence your cell phone so it does not sound. Turn off anything that will call attention to the area such as a radio or computer audio.

c. TALK

If trapped by the assailant and the threat is NOT lethal, you can attempt to speak to the person and calm the situation. Talk in a calm voice.

d. FIGHT

If trapped with an Active Killer and have no other option available, you MUST fight for your life. Taking action may save lives.

- Fight as hard as you can and cause as much harm as you can
- Work together with others if possible
- Have the goal to tackle the assailant and immobilize the hands – hands control weapons.
- Use whatever tools and weapons you have at hand, and use them with all the force you can muster. Look around for items that are sharp (like scissors), heavy (like a fire extinguisher as a club), blinding (like cleaning supplies or fire extinguisher propellant) or things that would otherwise work as a weapon (be creative-try anything that comes to mind).

Remember, in a lethal situation like and Active Killer event, you are legally allowed to use lethal force to save your own or other people's lives.

e. OTHER STRATEGIES (generally not recommended)

- *Play Dead*: This is a highly risky option and is difficult to implement. It is difficult to look like you are not breathing or flinching in an actual crisis event. This tactic is a last resort to be used only if you are far from cover, but close to an Active Killer and among others who are injured or dead.
- *Duck and Cover*: This technique was originally taught as a response to an earthquake or an atomic bomb attack. One takes cover under desks or tables. This tactic can be extremely dangerous if you are near an Active Killer because it usually leaves you visible but restricts your movement. It is not recommended response except as a last resort when the immediate threat may be an explosion (bomb detonation)

While, all the above strategies have worked in some cases of violence, there is no “perfect response” or “best survival plan.” No plan for such a situation can guarantee that injuries or loss of life will not occur. Library staff should use this policy as a guideline and not as a mandate. Reactions must depend on the level of threat one is exposed to, resources available, forethought and ability to act under duress. All should do their best to react and do whatever is needed to protect one's self and others.

5. When Law enforcement arrives:

- Immediately raise your hands and keep them visible.
- Evacuate the area, proceeding in the direction from which the officers entered.
- Remain calm. Make it known if you are injured.
- When asked, provide as much information as possible.
- If not instructed otherwise by law enforcement, staff should proceed southward on 4th street toward Washington Street, and assemble at a safe distance from the activity so the PIC may conduct a roll call.