

## **LOCKDOWN POLICY**

In the event that Flossmoor Public Library would need to initiate a building lockdown (e.g. external emergency, missing child, police request, etc.), 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 lockdown is cancelled. NO ADMITTANCE (except responding police & emergency officers) includes staff, children, Board members, patrons, etc.

General Procedure:

NOTE: Call 911 at any time if assistance is needed

- 1) If a lockdown is necessary, remember to be urgent in your manner.
- 2) Contact the Library's "Person in Charge".
- 3) Proceed to lock public entry doors. Patron Services to north door, Adult Services to south door.
- 4) Use the PA to announce lockdown (example: "The local police have requested that the Library initiate a building lockdown. We ask for your voluntary compliance and remain in the Library until the situation is resolved and an "all clear" announcement is made.")
- 5) Direct services to patrons may be suspended while lockdown procedures are in effect.
- 6) All available staff should immediately cover all available exits. The public exits are first priority followed by staff door and fire exits. Staff will request all people attempting to leave the building to remain within – but cannot restrict their exit. If a patron is persistent, escort through a non-public door (if you feel safe to do so). NO ONE may enter the building until an "all clear".
- 7) Staff "Person in Charge" remains at north entrance for police and assists the responding officer as requested.
- 8) Issue an "all clear" when notified by police or situation has cleared.

## Lockdown Policy Continued

### Missing Child Procedure:

- 1) If a lockdown is necessary, remember to be urgent in your manner. If a child is reported missing, quickly get a detailed description of the missing child:
  1. \*\*Name
  2. \*\*Age
  3. \*\*Eye Color
  4. \*\*Hair Color
  5. \*\*Clothing: color of jacket, shirt, pants, shoes
  6. \*\*Approximate height and weight
- 2) Quickly search the immediate area. If child is not found within 2 minutes, proceed to step 3.
- 3) Contact the Library's "Person in Charge".
- 4) Proceed to lock public entry doors. Patron Services to north door, Adult Services to south door.
- 5) Use the PA to announce and say: "The Library is instituting a lockdown. We have a missing child. We ask for your voluntary compliance and remain in the Library until this is resolved."
- 6) Dial 911 and request "immediate assistance for a missing child at the Library".
- 7) Staff should bring parent/caregiver to the first floor to assist in identifying child.
- 8) Direct services to patrons may be suspended while lockdown procedures are in effect.
- 9) All available staff should immediately cover all exits and begin monitoring for the child. The public exits are first priority followed by staff door and fire exits. Staff will request all people attempting to leave the building to remain within – but cannot restrict their exit. If a patron is persistent, escort through a non-public door (if you feel safe to do so). NO ONE may enter the building until an "all clear" is issued.
- 10) Staff "Person in Charge" remains at north entrance for police and assists the responding officer as requested.
- 11) If an employee(s) encounters a suspect with the missing child, use due diligence and measures in attempting to delay the exit of said suspect and child WITHOUT placing self or child at risk. If suspect leaves the building, employee should do their best to obtain and record description of suspect, as well as the make, model, and license number of any vehicle used, and

direction of travel. This information must be forwarded to the Police department.

- 12) Inform all staff (and police as needed) when child is found and issue an "All Clear"

Revised by the Board of Trustees: February 10, 2015