

Lockdown Procedure

A lockdown procedure is to secure a building or site by controlling the access and/or egress of people to and from the building or site. As a guide, situations when a lockdown would be implemented include, but are not limited to:

- When police are looking for a violent offender or if a violent crime has occurred in close proximity to the library
- Rioting, threats of violence, sounds of gunfire, or destruction of property

In the event of a lockdown:

1. Lock all exterior doors
2. Call 911
3. Person in charge will initiate, or designate a staff member to announce a Lockdown Procedure is in effect.

Attention please. Our library is initiating a building lockdown. Please see staff for guidance to the designated lockdown area. 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.

4. Each department/desk will clear patrons from that area and escort patrons to designated lockdown area
5. Call Administration 989-894-2837 to update. After 5 pm call:
 - a. Director, Trish Burns: 989-450-8281
 - b. Assistant Director, Kevin Ayala: 989-225-7290
 - c. Branch Managing Librarian
6. Remain silent and wait for the all clear to release staff and patrons. If Administration or police have not contacted staff in 30 minutes, call 911 for an update on situation
7. Following the all clear announcement, the person in charge of the building should assess any damage to the branch to determine the next sequence of events. If the building did not sustain damage, normal library services can resume. If the building did sustain damage, evacuate patrons immediately and notify the Maintenance Supervisor and/or maintenance staff. Library staff should remain on site to help with any cleanup/securing of the building. The person in charge of the building will be the one to release staff when appropriate.

Designated Lockdown Areas

Wirt: Children's Program Room

Sage: Community Room

Auburn: Community Room

Pinconning: Community Room

Southside/Bookmobile: Admin Office in Southside