

Jesse M. Smith Memorial Library
Lock Down Policy

Approved by the Library Board of Trustees 2/4/2010

Patron safety is of utmost concern to the Library. In event of missing child report or unsafe situation on library grounds or in surrounding area, the library staff will “lock down” the library building.

Lock Down Procedure:

Missing Child Report:

- 1) Obtain a quick but detailed description of the missing child.
- 2) Do a brief search of immediate area. Notify all departments of missing child. All available staff should assist in the search.
- 3) Proceed to “lock down” building by locking all exiting doors (front doors and river walk door). Staff should monitor all exits including fire exists.
- 4) Staff will ask patrons within the library not to exit, and patrons outside the building to remain outside.
- 5) If missing child is not found within 5 minutes, call 911.
- 6) Any person attempting to leave with child other than caregiver should be detained if possible without putting staff or child in danger. Obtain a detailed description of the suspect.
- 7) When police arrive, staff will assist responding officers as requested.
- 8) Building will remain in lock down until cleared by police.

Unsafe Situation on Library Grounds or in Surrounding Area:

- 1) Once aware of a threat, authorized staff will call 911 and initiate a lock down of the building.
- 2) Patrons and staff will be asked to remain in the main part of library building away from windows and doors. Patrons in concourse or outside, but near the library building will be asked to move inside.
- 3) Staff will immediately lock all outside doors (front entrance and river walk door). Once all patrons are inside main library, lock door to concourse.
- 4) When police arrive, staff will assist responding officers as requested.
- 5) Building will remain in lock down until cleared by police.