

Library Lockdown Policy  
December 13, 2012  
Reviewed 8/12/15, 11/10/20  
Revised 3/15/16

In the event of a police emergency such as an "Active Shooter", it may become necessary to "Lockdown" the library to protect occupants and minimize the overall exposure to danger. A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident.

When instructed by the Oelwein Police Department to initiate a "Lockdown" of the Public Library, the following tiered level policy is to be implemented.

- **Low Level Lockdown** - Implement when alerted that an incident has occurred in the surrounding area. All exterior doors are locked not allowing entry to anyone until the all clear has been sounded. Patrons would be allowed to conduct business as usual and to leave at their own risk.
- **Medium Level Lockdown** - Implement when alerted that an incident has occurred in the City of Oelwein. All exterior doors are locked not allowing entry or exit to anyone until the all clear has been sounded. Patrons are not allowed to leave not only for their own safety, but also for the safety of others; including officers who would have to provide attention to their movements.
- **High Level Lockdown:** Implement when an incident occurs on or near the library premises. All exterior doors are locked, lights are eliminated, and persons are gathered into one location. No one is allowed to leave until the all clear signal has been given.
- If an "Active Shooter" enters the library building, evacuate out the safest exit.