



SUBJECT: EMERGENCY LOCKDOWN POLICY

Policy No: 2024-23

Date: November 18, 2024

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Pages: 3

PURPOSE

To provide guidelines and establish procedures for responding during an active threat or perceived active threat to the Innisfil ideaLAB & Library Employees, Board, Volunteers and members of the public, in order to keep all involved as safe as possible.

POLICY

General

1. Violent incidents or environmental threats in or near the Library are possible. The level of preparedness to deal with such incidents will have a significant impact on the outcome.
2. The Library will ensure that a lockdown protocol is part of the Library's Emergency Plan and that it is reviewed/revised on an annual basis.

Application

These guidelines apply to all Library Employees, the Innisfil Public Library Board, volunteers, and members of the public.

Definitions

Active threat is defined as any incident that by its deliberate nature creates an immediate threat or presents an imminent danger to Library space(s) and current occupants.

Types of “active threats” include, but are not limited to:

- Active shooter or armed assailant;
- Hostage/barricaded subject;
- Known or suspected terrorist threat (biological/chemical threat).
- Environmental threat such as a chemical spill, gas leak or severe weather

Central Command Centre (CCC) refers to an area set up at the Library administration area in the event of a lockdown event at any branch of the Library. If the administration area is inaccessible, or unable to be secured, the Central Command Centre will be set up at whichever site is most appropriate for serving as a central location for the CEO and/or Designate to liaise with Emergency Services Personnel to gather up-to-date and relevant information.

Officials refer to any one of the following designated groups: Library’s CEO or Designate(s), Emergency Services Personnel (South Simcoe Police Service, Innisfil Fire & Rescue Services, Town of Innisfil Emergency Response Planning Team).

Lockdown - A lockdown of a Library facility is an emergency response procedure intended to secure and protect occupants who are in the proximity of an immediate threat. The Lockdown Procedure is used when it may be more dangerous to evacuate the building than to remain inside. By controlling entry/exit and movement within a building, Police and Emergency Services Personnel are better able to resolve a threat. A lockdown alert may be announced to building occupants by the CEO, Directors, Managers and/or In-Charge Employees,

There are generally three types of lockdowns:

I. **Full Lockdown** - This type of lockdown is used when the physical threat is already in the facility and measures need to be addressed to:

- protect individuals from entering areas where the threat may be present;
- protect individuals from remaining in areas where the threat may be moving to;
- and
- prevent further threat to Library areas/assets.

II. **Hold and Secure** - This type of lockdown is used when a serious threat such as an armed assailant or wild animal is present outside of the facility or in the neighbourhood and prevention measures need to be enacted to:

- protect individual(s) from leaving the facility and entering into an area of danger;
- prevent the threat from entering the facility.

III. **Shelter-in-Place** - This type of lockdown is relevant when an environmental threat such as severe weather, air contaminant or a chemical spill is present outside and it is not possible or advisable to evacuate the facility.

Safe Location is defined as an area within a facility that can be secured. This location will be determined based on the emergency type. It is also defined as a safe area outside of a facility where evacuees from the facility in an emergency situation would gather if evacuated.

GUIDELINES

Responsibilities

A detailed outline of responsibilities of the CEO, directors, managers, employees and members of the public can be found in the Emergency Lockdown Procedure #H-2015-05.

Related Documents:

- *Emergency Lockdown Procedure*
- *Fire Plans*

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Supersedes Policy #2020-29, approved on November 16, 2020, Motion #2020.96; and Policy #2015-01, approved February 17, 2015, Motion 2015.20