



105 PERIMETER ROAD
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Lockdown Policy

Created September 22, 2023; Approved by the Library Board October 16, 2023

- I. Purpose**
- II. Circumstances designating lockdown**
- III. Procedure**

- I. Purpose**

The purpose of the lock down plan is to provide protection to employees and/or patrons at the Library if a situation arises involving an active shooter, dangerous intruder, or any other incident that may result in harm to persons inside or outside the building. Emergency situations are inherently chaotic; the best protection in such a situation is preparation.

The Library Director or the Librarian on duty (Help Desk Librarian) has the authority to lockdown the library.

- II. Circumstances designating lockdown**

The Mount Horeb Public Library shall go on lockdown in the following situations:

1. If the Mount Horeb School District notifies the library that the school is on lockdown due to an outside threat.
2. If the facility is notified by Police or the Village Administrator to go on lockdown.
3. If a patron or staff member witnesses an outside threat.
4. If an active shooter or other threat is in the vicinity of the Mount Horeb Public Library.

- III. Procedure**

1. The Library Director or Librarian on duty (Help Desk Librarian) will lock all outside doors and inside doors. They will inform all staff and patrons of the emergency as quickly and efficiently as possible.
2. Doors will remain locked until an all clear is given.