

LOCKDOWN POLICY

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 and “Active Shooter” or similar incident.

When instructed by the Woodward Police Department or Dallas County Sheriff’s Office 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 unless they are a minor.
- **Medium Level Lockdown-** Implement when alerted that an incident has occurred in the City of Woodward. 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. Parents will be contacted via phone and notified when lockdown removed so that their child may be retrieved.
- **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 (community meeting room). No one is allowed to leave until the all clear has been sounded. Parents will be contacted via phone and notified when lockdown is removed so that their child may be retrieved.

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