

# EMERGENCY PREPAREDNESS AND RESPONSE - LOCKDOWNS AND EVACUATIONS



# presented by

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# SCENARIOS

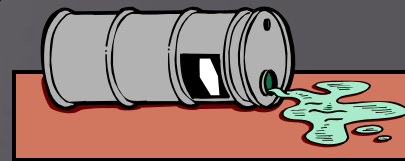
- ▣ FIRE AND SMOKE REQUIRE EVACUATION



- ▣ SHOOTER OR SEVERE WEATHER REQUIRES LOCKDOWN



- ▣ CHEMICAL SPILL OR BOMB THREAT MAY REQUIRE BOTH



# PLANNING

- ▣ SECURITY
- ▣ COMMUNICATION
- ▣ SAFE ZONES





# REVIEW

- ▣ Assess the process and procedures
- ▣ Evaluate what works
- ▣ Improve what does not
- ▣ Update plans after each lockdown or evacuation
- ▣ Communicate updated plans with all involved

# LOCKDOWN

- sheltering in a designated safe zone



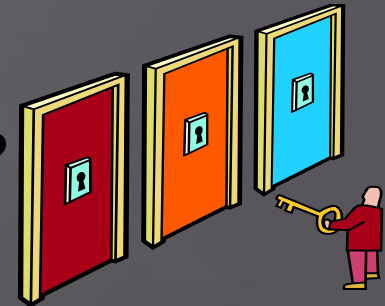
# SECURITY

- ▣ WHO HAS ACCESS TO KEYS?



- ▣ CAN ALL EXTERIOR DOORS BE LOCKED?

- ▣ CAN INTERIOR DOORS BE LOCKED?



- ▣ MUST SOME DOORS BE BARRICADED AND WITH WHAT?

- ▣ CAN INTERIOR WINDOWS BE BLACKENED?

# COMMUNICATION

- ▣ WHAT FORMS OF COMMUNICATION IS THE INSTITUTION USING?
- ▣ DO THEY REACH ALL SAFE ZONES?
- ▣ IF NOT, WHAT ARE ALTERNATIVES?





# SAFE ZONES

- ❑ IS JUST ONE AREA ADEQUATE?
- ❑ ARE THERE AREAS OR WINGS IN THE BUILDING SEPARATED FROM THE MAIN BUILDING?
- ❑ CAN SAFE ZONES BE CREATED IN THESE AREAS?
- ❑ ARE BOTH EXTERNAL AND INTERNAL COMMUNICATION POSSIBLE?
- ❑ IS IDEAL SAFE ZONE BEING USED FOR STORAGE?
- ❑ EMERGENCY KITS

# **EVACUATE**

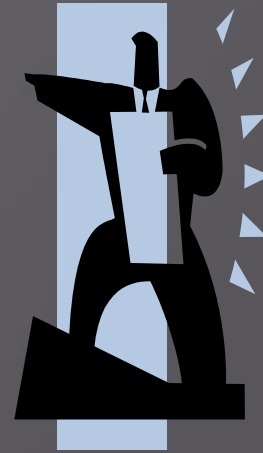
**– to withdraw from a place in an organized way especially for protection\***



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# SECURITY

- ▣ WHO DECLARES EVACUATION?
- ▣ WHO LEADS EVACUATION?
- ▣ WHAT IS SAFEST ROUTE OUT?
- ▣ WHERE TO GO?
- ▣ WHO HAS KEYS?
- ▣ WHAT ARE FORMS OF COMMUNICATION?



# COMMUNICATION

▣ TWO-WAY RADIO?



▣ FACE-TO-FACE?



# SAFE ZONES

- ▣ IS JUST ONE AREA ADEQUATE?
- ▣ IS THERE AN ALTERNATIVE?
- ▣ ARE BOTH EXTERNAL AND INTERNAL COMMUNICATION POSSIBLE?
- ▣ HOW FAR AWAY IS IT?



# Additional Resource

- ▣ Harris, J. L., & DiMarco, S. R. (2010). Locking down a university library: How to keep people safe in a crisis: A Mansfield University of Pennsylvania perspective. *Library & Archival Security*, 23(1), 27-36.  
doi:10.1080/01960071003591523