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Library Lockdown: Preparing for Violent Crime at the SWOSU Libraries

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Library Lockdown

Preparing for Violent Crime at the SWOSU Libraries

Library Lockdown

Video footage from the Perry–Castañeda Library shows UT mathematics sophomore Colton Tooley running past a security guard masked and carrying an AK-47 rifle.

Library Lockdown

Federal Regulations

Planning/Preparation

Procedures/Roles of Employees

Employee Meetings/Communication

Library Drills

Campus Drills

Review/Updating Procedures

Federal Regulations

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) 1990, rev. 1998, rev. 2008

***requires public and private institutions of higher education to:**

- **disclose information about crime on and around their campuses**
- **make timely warnings to the campus about crimes that pose an ongoing threat to students and employees**
- **retain a public crime log (created by Campus Police or other security personnel)**

***enforced by the U.S. Department of Education**

- **centrally collects and disseminates crime statistics**

***failure to comply will have the following consequences:**

- **the institution can be fined (\$20,000 standard penalty)**
- **the institution can be submitted to an audit by the FBI**
- **lose eligibility to federal funding**

Clery Act Compliance Info from your Campus

***policy, procedures and reports generated by the university**

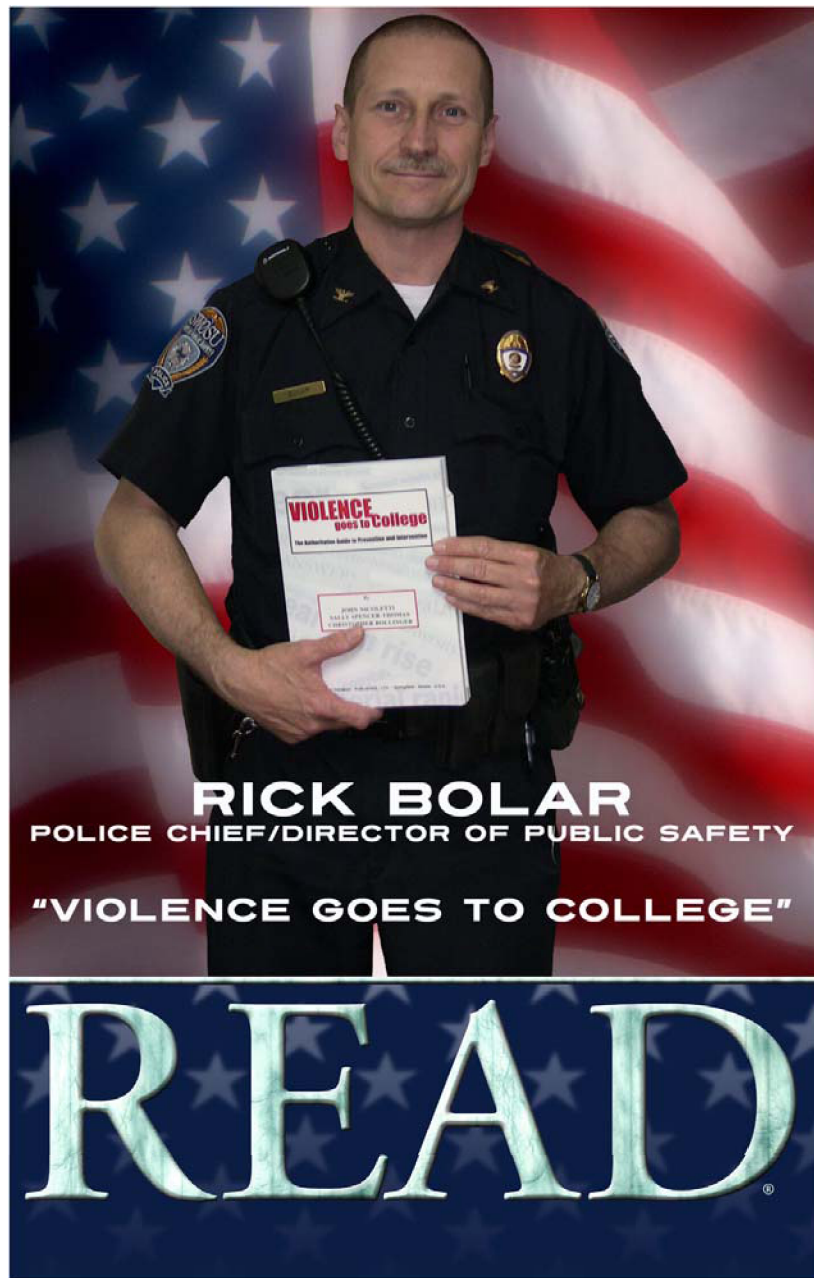
Library Lockdown

Violence Goes to College: The
Authoritative Guide to Prevention
and Intervention

John Nicoletti
Sally Spencer-Thomas
Christopher Bollinger

1st Edition – 2001

2nd Edition - 2010



Planning/Preparation

Campus Meeting w/ Campus Police

- *Selection of Designated Individuals for Buildings**
- *Overview of Emergency Response & Evacuation Procedures**
- *Overview of the Campus Alert System & Procedures**
- *Overview of State Law and University Policy**

Ask Questions

- *Learn Responsibilities as a Designated Individual**
- *Learn Procedures of the Campus Police/Law Enforcement in a Lockdown Situation**
- *Learn the Limitations of Campus Communication (cell phones, alert system)**

Examine Preparedness Plans of Other Universities/Libraries

- *Incorporate helpful info for crime response, analysis, reporting & diverse scenarios**
- *Assess the library's weaknesses and strengths for a lockdown event**
 - Examine Fire Exits, Door Locks, Make Repair Orders a Priority**
- *Assess the library's first aid capabilities and supplies**

Procedures/Roles of Employees

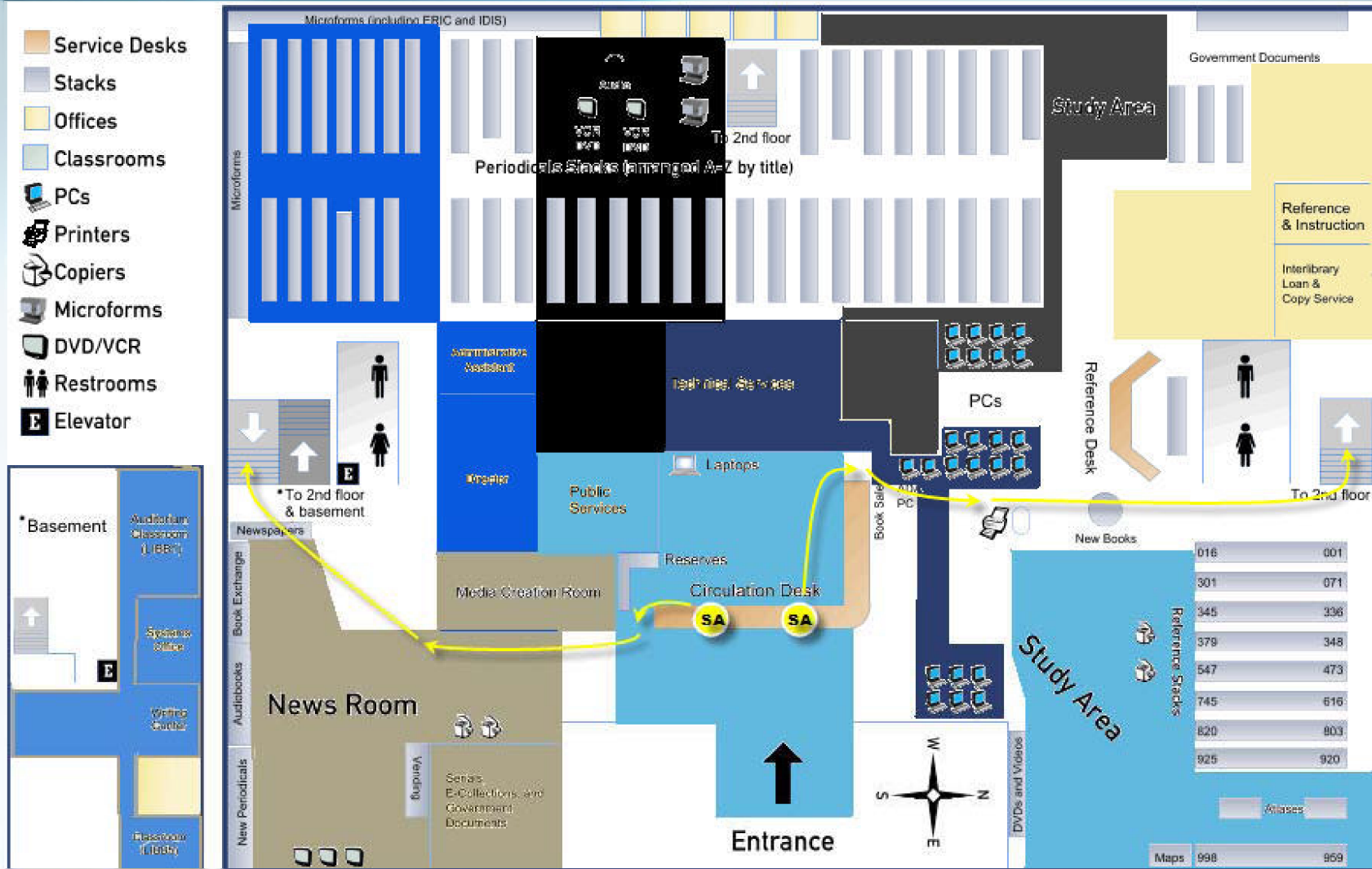
Procedures

- *Establish a Chain of Command Starting w/ the Designated Individual**
- *Compile Useful Info from Campus Police to be Included in Procedures**
 - Emergency Phone Numbers**
 - Emergency Alert System**
- *Designate a Code or Alert System for Library Staff**
- *Create "Steps of Action"**
 - Shooter Inside Building**
 - Shooter Outside Building**
- *Compile Informative Info from Law Enforcement Response**
- *Create Lockdown Maps of Areas of Responsibility**

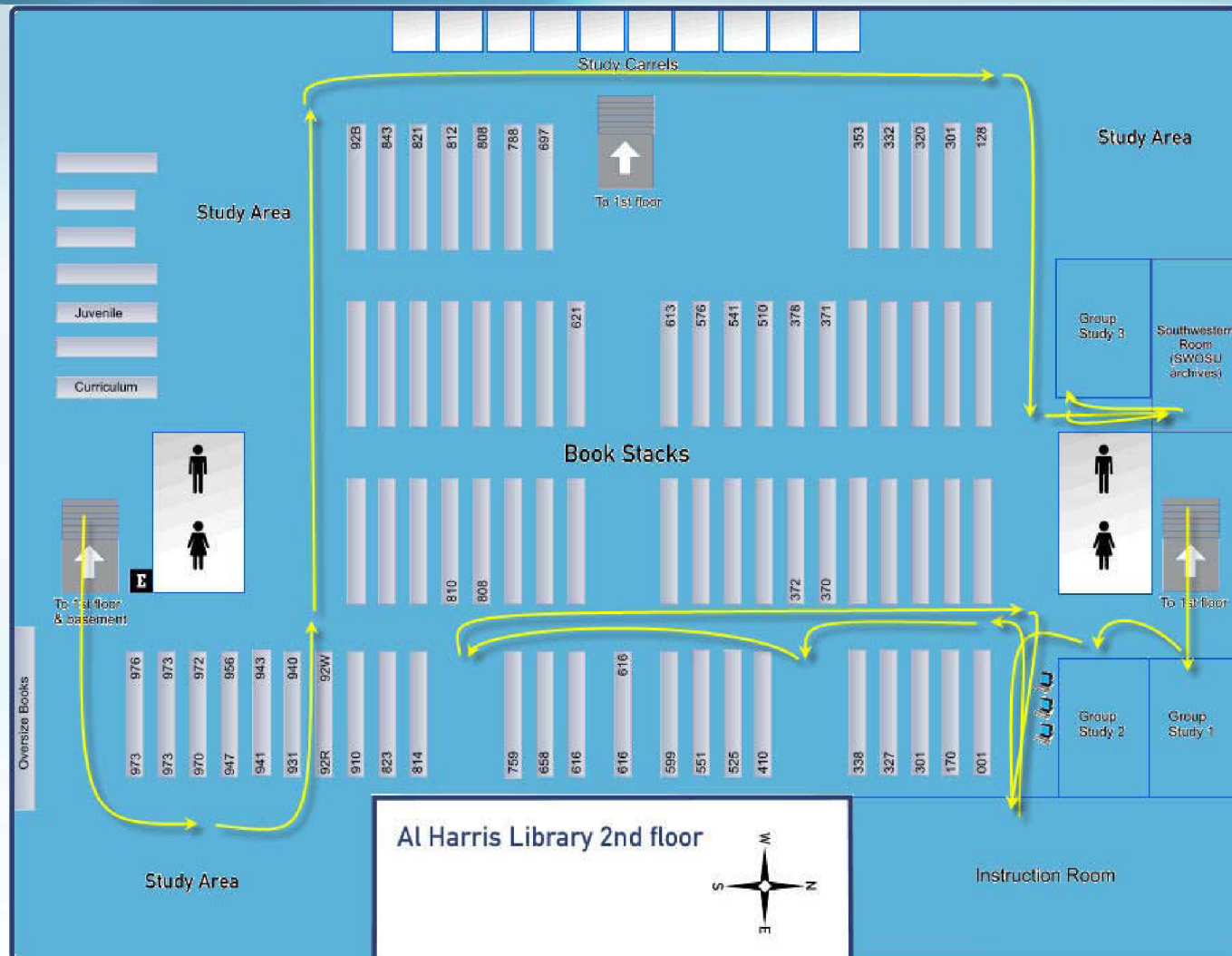
Roles of Employees

- *Director of Libraries, Librarians, Staff, Student Supervisors, Student Assistants**
- *Primary and Secondary Responsibilities & Absences**
- *Special Situations (Reference Desk, Instruction Room)**

Procedures/Roles of Employees



Procedures/Roles of Employees



Employee Meetings/Communication

Employee Meetings

- *All Employee Meeting – Overview of Emergency Preparedness/Training Info**
- *Student Supervisor Meeting – Overview of Emergency Preparedness/
Scheduling Drills/Training**
- *Student Assistant Meeting – Overview of Emergency Preparedness/
Walkthrough of Procedure**

Communication

- *Keep Everyone Up-to-Date with Changes, Scheduled Drills, Campus
Information and Other Important Data**
- *Provide a Print Copy for Campus Police and Be Available for Q&A/Criticism**
 - Use Feedback to Enhance Your Procedures**
- *Provide Everyone with a Print Copy of the Procedures and Instruct Them to
Read It Prior to Conducting Drills**

Library Drills

Preliminary Drills (Individual)

- *Allows all FT Employees to Walkthrough His/Her Responsibilities**
- *Before Finalizing Procedures, FT Employees are Asked if They Feel Comfortable with His/Her Responsibilities**

Preliminary Drills (Office/Department)

- *Allows all FT Employees within a Single Office Room to Walkthrough Their Responsibilities as a Team**
- *Upon Concluding an Initial Walkthrough Together, Subsequent Drills Are Timed**

Preliminary Drills (Students)

- *Allows all Students to Walkthrough Their Responsibilities**
- *Inform Students that Anyone Present During Building & Campus Drills Would Be Required to Participate**

Building Drill

- *Actual Exercise with Everyone Carrying Through His/Her Primary Responsibilities**
- *Performance Timed**

Library Drills

Fall 2010 Timed Drills

Offices	Ideal Drill Time	Drill Time w/ Absenteeism
Director of Libraries	1m 10s	1m 17s
Public Services	1m 35s	2m 0s
Technical Services	1m 20s	2m 40s
ILL, Ref., & Instruct.	13s – 34s	29s – 43s
Serials	1m 12s	1m 20s
Systems	0m 45s	1m 42s

Campus Drills

First Campus Drill

- *Announced, Calendared During Low Activity Period by University**
- *Full Responsibilities Are Executed (Gathering Up Patrons, Locking Doors, Call Confirmations, etc.)**
- *Submit Timed Response to Campus Police (7 mins. or less desired)**
- *Reopen the Library and Thank Patrons for Cooperation**

Subsequent Drills (2011-)

- *Unannounced**
- *Full Responsibilities Are Executed**
- *Submit Time Response to Campus Police**
- *Option: Full Tactical Exercise Drill (Designated Building/Shooter)**
 - Campus Police & Reserve Officers**
 - Weatherford Police Dept.**
 - Custer County Sheriff's Office**
 - FBI (Local Office)**

Review/Updating Procedures

Performance Review

- *Spreadsheet of Performance Times of All Campus Buildings**

Updating Procedures

- *Address Any Weakness to the Procedures**
- *Modify Procedures Based Upon Recent Library Reorganization/New Titles**
- *Update Procedures to Reflect New Employees**

Future Planning

- *Preliminary Drills**
 - New FT Employees**
 - New Students**
 - Time the Drill Changes**
- *Annual Building Drill (Prior to Upcoming Unannounced Campus Drill Timeframe)**

The background is a deep blue gradient. A large, faint white circle is centered, with a smaller white circle inside it. A white crosshair is superimposed on the circles. The word "Questions?" is written in a bold, white, sans-serif font, centered horizontally and partially overlapping the circles.

Questions?