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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
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

*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

* 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

Al Harris Library 2nd floor
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
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
<table>
<thead>
<tr>
<th>Offices</th>
<th>Ideal Drill Time</th>
<th>Drill Time w/ Absenteeism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Libraries</td>
<td>1m 10s</td>
<td>1m 17s</td>
</tr>
<tr>
<td>Public Services</td>
<td>1m 35s</td>
<td>2m 0s</td>
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<tr>
<td>Technical Services</td>
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<td>2m 40s</td>
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<tr>
<td>ILL, Ref., &amp; Instruct.</td>
<td>13s – 34s</td>
<td>29s – 43s</td>
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<tr>
<td>Serials</td>
<td>1m 12s</td>
<td>1m 20s</td>
</tr>
<tr>
<td>Systems</td>
<td>0m 45s</td>
<td>1m 42s</td>
</tr>
</tbody>
</table>
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)
Questions?