

Emergency/Disaster Policy

Karlen Memorial Library

It is the policy of the Karlen Memorial Library to provide a safe and secure environment for all members of the community as well as the security of all Library property. It is the intent of the Library to implement appropriate emergency policies for unexpected events. An emergency situation is defined as any situation in which a patron's actions present an imminent danger to the life or safety of him/herself; others or the library property. Incidents may include assault or other crimes of violence. Call the police immediately if such behavior occurs.

1. Emergency Medical Situations

If a medical situation arises – If the person is conscious, offer help and try to get identification if patron is not known. Remain calm, supportive, sympathetic, and see that the person is comfortable. Keep other people away.

- a. If serious, call 911
- b. Get the person's name, address, and telephone number.
- c. Offer to contact a family member, etc. for them.
- d. Call person's home if necessary.
- e. Submit an Accident/Incident Report as soon as possible afterwards.

A person who wishes to leave the Library, obviously not well, cannot be stopped by a staff member.

In the case of a major medical emergency, first aid procedures may be started before emergency personnel arrive if the staff has training to be able to render any aid in these situations to the best of their ability and judgement. No one is authorized to render aid for which they do not have adequate training.

Nebraska Statute 25-21,186

Emergency care at scene of emergency; persons relieved of civil liability, when.
No person who renders emergency care at the scene of an accident or other emergency gratuitously, shall be held liable for any civil damages as a result of any act or omission by such person in rendering the emergency care or as a result of any act or failure to act to provide or arrange for medical treatment or care for the injured person.

2. Power/Utility Outage

Power outage – If it is dark outside and the power is off for more than 15 minutes, the Library Director/staff may politely ask patrons to leave the library and close the facility.

In the event that the water/plumbing or heating/cooling is effected, the Library Director/staff will contact the Village Office 402/528-3253. This is essential in the event temperatures have any chance of getting below freezing in the building. Mechanical problems causing a lack of bathrooms will necessitate a closure since there will be no bathrooms available for public or staff. If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit, for an extended length of time, the library may opt to close if working conditions are unbearable.

3. Fire

In the case of a fire –

- a. Calmly request patrons to leave the Library (check bathroom to ensure it is empty)
- b. If serious, call 911
- c. If fire is small, use fire extinguisher (Do Not put water on electrical fire)
- d. Evacuate the building and move away from the structure.
- e. Wait for emergency personnel.

4. Explosion

Leaking gas could be the cause of life-endangering explosions.

- a. Seek shelter under a desk or table – making sure to stay away from windows, overhead fixtures, or bookcases.
- b. Evacuate the building if possible and watch for falling debris.
- c. If person is seriously injured – Do Not move, unless in obvious, immediate danger.
- d. Once outside call 911

5. Threats

If the Library receives a threatening telephone call:

- a. Remain calm and listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information.
- b. After the threat has been made, write down as many details as you can remember to provide to police.
- c. Evacuate the library if deemed necessary.
- e. Report the threat to the police.

In case of a receipt of letter or suspicious package or discover a suspicious object on the Library premises:

- a. Do not allow anyone to handle object or go near it.
- b. Evacuate patrons from the building.
- c. Call 911

6. Severe Weather

During hazardous weather, the Library would like to keep the patrons and staff as safe as possible. In the event of inclement weather, an impending storm, or an emergency the library will be closed at the Library Director's discretion. In the event of inclement weather, the Library will place a sign on the door, post a notification to Facebook, and notify the local radio station, KTIC (402/372-5423) of the Library's closing.

- a. Winter Weather – The Library may open late or close early when winter weather presents a danger to patrons or staff. Should the school district call off school because of bad weather, regardless of whether or not the library closes, all library programs for the day will be cancelled.
- b. Tornado – Tornadoes can form any time of the year, but the tornado season typically runs from March to August. The library has an abundance of windows so it is important to clear the area during a tornado warning.

A **Tornado Watch** is issued when conditions are right for a tornado to form.

In the event of a tornado watch, the Library will inform patrons of the threat of tornado-related weather and will monitor the weather on the radio or computer.

A **Tornado Warning** is issued when a tornado has been sighted in the area.

Beemer does operate a tornado siren in the event of a tornado warning, and the siren is audible in the Library.

1. If a tornado warning has been issued, the Library will notify the patrons of the warning and ask them to move to the basement supply closet and area just outside of bathroom. Any adult (18 +) who wishes to stay in the main library proper cannot be forced to take shelter elsewhere. Also any patron who wishes to leave the library cannot be forced to stay. However, children under the age of 12 will not be allowed to leave unless their parents/guardian come for them.
2. Library staff should take along a flashlight and should inform patrons to use their arms or a heavy book to protect their head and neck along with instructing patrons to stay in the shelter until the warning has been dismissed.
3. If the tornado causes extensive damage, keep people in the safety of the Library and contact the proper authorities for instructions. If phones are working, allow patrons to call home.

7. Salvage Priorities

In the event of a large-scale emergency, local history materials will receive the first priority for attempts of salvaging.

Assess the Damage:

- a. Determine environmental conditions indoors and/or outdoors? Staff should not enter the facility until given clearance by professionals.
- b. Estimate how much material was affected. Take notes, pictures or video of damage. Determine where the material was originally located, what the condition of the material is in, and where the material ended up.
- c. Determine what kinds of material was affected. Books, DVDs, Computer Equipment
- d. Determine what types of media were affected. Photos, Videos
- e. Determine what kinds of paper were involved. Coated or Uncoated
- f. Determine what kind of damage is involved.
- g. Determine the value of the material. Historical, Artifactual
- h. If freezer space is available, temporary freezing wet materials within the first 48 hours will be the first choice of salvaging materials as this prevents mold growth and buys time to make informed decisions regarding recovery.