

S. SAFETY/DISASTER POLICY

1. Emergency Medical Situations

- a. If the person is conscious, offer help and try to get identification if patron is not known.
- b. Remain calm, supportive, sympathetic, and see that the person is comfortable.
- c. Keep other people away.
- d. Call 911 and direct rescue squad to the individual needing attention. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

2. Power Outage

- a. Remain calm.
- b. Provide assistance to visitors.
- c. If needed, secure flashlight from office.
- d. If it is dark outside and the power is off for more than 15 minutes, the staff may politely ask visitors to leave the library and close the facility.

3. Inclement Weather

- a. In situations where threatening weather is indicated, the staff should turn on the radio to monitor the weather situation. This will enable the staff to keep track of the changing weather conditions.
- b. In the case of a **tornado watch**, the weather conditions are favorable for a tornado. As a courtesy, the library staff should inform the patrons of the weather situation. Care should be taken to listen for the tornado siren and to the local radio station for the possibility of a tornado warning.
- c. In the case of a **tornado warning**, a tornado has been sighted in our area, and we are being advised to take cover. The tornado siren is usually sounded and the local radio stations, as well as the weather alert, will announce the warning. The library staff should immediately move everyone in the building into the library rest rooms. It is very important to move away from the main area of the library. This is primarily because of the possibility of flying glass. It is also advisable to take a portable radio with, to hear the weather reports. The staff should remain in the rest rooms until the warning is over.

4. Explosion

- Leaking gas or motor vehicles could be the cause of life-endangering explosions.
- a. Crawl under a table or desk – be prepared for possible further explosions
 - b. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
 - c. Evacuate the building if possible – open doors carefully watching for

- falling objects
- d. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.)
- e. Do not use matches or lighters.
- f. Avoid using telephones in building – go to city hall or the police station for help if possible. Call 911 using a cell phone once you are safely away from the building.

5. Fire

Staff will follow fire safety procedures

- a. Calmly request all patrons leave the library through either exit doors. Check to see if someone might be in the restroom, study rooms or meeting room.
- b. Call 911 and report the fire.
- c. Disconnect electrical equipment that is on fire if it is safe to do so. Pull the plug or throw the circuit breaker.
- d. If the fire is small, staff may attempt to put it out with a fire extinguisher if they have been properly trained.
- e. Never allow the fire to come between you and the exit.
- f. Staff must not jeopardize their own personal safety.
- g. Once out of the building move away from the structure.

6. Threats

If a staff member receives a threatening telephone call, the following steps should be followed:

- a. Remain calm and listen carefully. Be polite.
- b. If possible, write a note to a colleague to call the police on an alternate phone.
- c. After the threat has been made, write down as many details as you can remember to provide to police interviewers.
- d. Evacuate the premises if deemed necessary.
- e. Report the threat to the police if this has not already been done.
In case of a receipt of a letter or suspicious parcel or discovers a suspicious object somewhere on the premises these steps should be followed:
 - 1. Do not allow anyone to handle object or go near it.
 - 2. Evacuate patrons from the building
 - 3. Call 911
 - 4. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object needed for police interview.

7. **Violent Intruder, Lockdown, and Missing Child Procedures**

The key to any success in saving lives within the first 30 seconds is to attempt to remain calm and exit the building with as many people as possible.

Active Shooter in Library

Three basic instructions: RUN, HIDE, FIGHT

RUN: REMAIN CALM.

If the active shooter is not in your area, leave the building immediately or take shelter and hide if unable to leave.

Leave your belongings behind.

Staff in the back areas should take shelter in the computer room.

Help others escape if possible, but evacuate even if others refuse to follow.

Run in a zigzag pattern to avoid being a target if the intruder is in your area with a gun.

Call 911 when you are safe and give them as much information as you can such

as:

- Last known location of shooter
- Number of shooters
- Detailed physical description from the top down (race, hair, gender, cap, hood, clothing)
- Number and types of weapons, if known
- How many are injured
- Where are the injured
- If you are able to leave the building DO NOT reenter the building to look for anyone.
- If possible, staff should attempt to meet at CC Mall. Take count of the employees and then notify the police dispatch.
- When the police get on the scene they may not have all the information, so innocent persons may be treated like a potential threat and told to stay down or leave the area until they can ascertain who and where the threat is located.

HIDE: REMAIN CALM.

See a list of Safe Zones listed at the end of this section

- If evacuation is not possible, find a secure place to hide to minimize access and visibility to the intruder preferably out of the individual's view

Note: Reluctant Patrons. If a patron refuses to remain in the building after being told to take shelter, do not attempt to argue with or convince the patron.

- Stay away from windows
- If possible, get to a room, lock the door, turn off lights
- If the door won't lock, block the door with heavy furniture

Hide behind shelves or somewhere out of sight. Turn off cell phones and remain as quiet as possible

If you see a potential victim, do not give their location away by looking in their direction

Do what is reasonable – Seek shelter and take people with you if possible.

People may seek shelter on their own. Staff may not have time to guide people to safe areas.

If you can, take patrons to safe zones, telling them “There is an emergency in the library. Please walk quickly.”

Depending on the location of the intruder, some safe zones may be off limits. Do not come out from your safe zones and leave until the police tell you it's safe. Follow instructions. This may be minutes or hours.
Safe Zones to hide in: Meeting room, Computer room, Staff restroom, & Mechanical rooms.

Library Lockdown

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 a temporary sheltering technique utilized to limit civilian/staff exposure to an "active shooter" or similar incident.

When instructed by the Central City Police Department or Merrick County Sheriff's Department to initiate a "lockdown" of the public library, the following tiered 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. Put a sign on entrance doors: "Library is in a lockdown. All Doors are locked. No entrance allowed until lockdown is concluded." Patrons are to be informed of the situation, allowed to conduct business as usual and to leave at their own risk (through the emergency exit if doors have already been locked). Lockdown to be maintained until the all clear has been received.

- **Medium Level Lockdown** – **Implement when alerted that an incident has occurred in the city of Central City.** All exterior doors are locked not allowing entry or exit to anyone until the all clear has been sounded. Put a sign on entrance doors: "Library is in a lockdown. All Doors are locked. No entrance allowed until lockdown is concluded." Patrons are to be informed of the situation and encouraged not to leave ~not only for their own safety, but the safety of others; including officers who would have to provide attention to their movements. If they are insistent upon leaving, they may leave at their own risk (through the emergency exit if doors have already been locked). Staff may retreat to meeting room or other "out of line of sight" locations to work (e.g. may use laptops & phones in meeting room and/or kitchen areas). Accept no deliveries. Lockdown to be maintained until the all clear has been received.

- **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 safe location (e.g. computer room). No one is allowed to leave until the all clear has been received.

Missing Child Procedure

- If a lockdown is necessary, remember to be urgent in your manner. If a child is reported missing, quickly get a detailed description of the missing child:

- Name
 - Age
 - Eye Color
 - Hair Color
 - Clothing: color of jacket, shirt, pants, shoes
 - Approximate height and weight
- Quickly search the immediate area. If child is not found within 2 minutes, proceed to next step.
 - Contact the Library's "Person in Charge."
 - Proceed to lock public entry doors.
 - Announce: "The Library is instituting a lockdown. We have a missing child. We ask for your voluntary compliance and ask that you remain in the Library until this is resolved." Put a sign on entrance doors: "Library is in a lockdown. All Doors are locked. No entrance allowed until lockdown is concluded."
 - Dial 911 and request "immediate assistance for a missing child at the CC Public Library."
 - Staff should bring parent/caregiver to the front desk to assist in identifying child.
 - Direct services to patrons may be suspended while lockdown procedures are in effect.
 - All available staff should immediately cover all exits and begin monitoring for the child. The public exits are first priority followed by emergency exit. Staff will request all people attempting to leave the building to remain within – but cannot restrict their exit. If a patron is persistent, escort them to the door and let them out (if you feel safe to do so). NO ONE may enter the building until an "all clear" is issued (except police personnel).
 - Staff "Person in Charge" remains at front desk for police and assists the responding officer as requested.
 - If an employee(s) encounters a suspect with the missing child, use due diligence and measures in attempting to delay the exit of said suspect and child WITHOUT placing self or child at risk. If suspect leaves the building, employee should do their best to obtain and record description of suspect, as well as the make, model, and license number of any vehicle used, and direction of travel. This information must be forwarded to the Police department.
 - Inform all staff (and police as needed) when child is found and issue an "All Clear."

8. 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 started out, what is its condition,

and where did the material end up.

- c. Determine what kinds of paper are involved. Coated or uncoated?
- d. Determine what types of media are affected. Photos, magnetic, paper, etc.?
- e. Determine what kind of damage is involved.
- f. Determine the value of the material. Historical or artifactual?
- g. 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.