Emergency Policy

Facility Emergencies

Fire

Staff will evacuate the building and call 911. If the location of the fire is known and can be put out with an extinguisher, staff will do so. If the location is unknown, staff must fully evacuate the building before attempting to locate the fire. Patrons may reenter the building when deemed safe by the Fire Department.

Tornado

In the event of a tornado warning staff and patrons are to seek shelter in the Community Center. It is advised that staff and patrons duck beneath a sturdy table in the center of the room. Patrons and staff may leave if they would like to seek shelter elsewhere.

Blizzard

Staff safety is critical. If road conditions are icy, snowcovered, or otherwise unsafe, it is at the Director's discretion to close the library.

Bomb Threat

The building should be cleared and the police notified.

Armed Incident

Staff will take cover and assist those nearby if possible. If near a room that is easily secured, attempt to get as many people in the room and secure it. If near an exit, attempt to exit the building. Notify police if safely possible.

Medical Issues

A first aid kit is available for minor wounds. Staff may provide the contents of the kit, but should not treat the wounds or administer medication. In the event of a medical emergency, call 911. If the individual has any medication, which will relieve the emergency, such as an epi pen for an allergic reaction, staff may administer that medication. If necessary, an incident report needs to be filled out.