

## **Emergency Procedures**

### **Inclement Weather**

The Library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The Library will post signage on the front door and on the Library's social media about the closure/postponement. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.

### **Tornadoes**

When a tornado has been sighted within the community, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and will ask them to proceed to the reinforced room of the building. A radio and flashlight should accompany the group. Normal routine may resume when the local radio station announces that the tornado warning has expired.

### **Lightning**

When lightning is striking close to the building, avoid touching telephones, computer terminals, and anything else that is metal or electrical inside or outside of the building. If necessary, the electrical equipment will be shut down. Stay away from windows.

### **Health Emergencies**

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable, which may include using the library first aid materials. Staff must wear gloves any time they deal with bodily fluids. Emergency (911) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

### **Fire**

Do not panic, but do not under-estimate the potential danger to

patrons or staff represented by a fire. At the first indication of smoke or flame, evacuate the building. Investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building and all exits. Orient all staff and volunteers to this information. Library staff will participate in periodic fire safety training.

#### Electrical Power Failure

Notify the Power Company immediately. Turn off all computers and any other equipment that might be damaged by a power surge when the electrical service is restored.

#### Gas Line Break

Evacuate the library immediately. Shut down all electrical equipment. Do not use electrical switches. Call the gas company from another location. Call the fire department if necessary.

#### Water Main Break

Evacuate the building. Shut off the water and notify the water department. Plan to remain out of the building until the problem is fixed.

#### Bomb Threats

1. Keep the caller on the line as long as possible.
2. DO NOT hang up the phone.
3. Use another phone (personal cell or other business) to call 911.
4. If possible another staff member will make the call.
5. Write down as many details as you can to give information to the authorities.
6. If it is deemed safe to evacuate the building, quietly leave being aware of anything that is out of the norm. .
7. Leave all areas unlocked so that authorities may search the building.
8. No one may reenter the building until the authorities declare the building safe.

## Lockdown

If there is a need to lock down the building, lock any doors that can be accessed from the outside. All staff and patrons should move away from windows and doors. No one is to leave or enter the building until the lockdown has been cleared.

## Threatening Behavior

If a staff member feels threatened, he/she should request the assistance of another staff member and request that the person leave the building. If the intruder refuses to leave, warn the person that he is trespassing and may be removed by the police. A staff member should call the police immediately. If a hostage situation arises, keep all staff and patrons away from the hostage area as much as possible. Follow instructions of the hostage taker. Allow the police to take control of the situation once they arrive. Leave the negotiating to them.

Note: Use the incident report form for documentation of any incident.