

## **IX. EMERGENCIES**

The Stromsburg Public Library attempts to provide a safe environment for its patrons and a safe repository for all library materials. The following guidelines are designed to reduce risk to life and materials in the event of emergencies. The library will follow the City of Stromsburg's procedures for disaster response for events involving the wider community.

### **A. Weather Emergencies**

#### **1. Tornadoes**

In the event of a tornado warning for Polk County, staff will direct patrons to either evacuate the building or to take shelter in the basement.

Unaccompanied children under 16 will only be released to a parent or guardian during a tornado warning. Access to the basement will remain open during the warning period.

#### **2. Snow Storms**

a. The Library Director will decide if the library should be closed due to inclement weather. The safety of staff and patrons shall determine the decisions to open late or close early.

b. The Library Director will notify the Board President of the closing as soon as possible.

c. Programs for all ages will be cancelled whenever the Cross County School District calls off school because of inclement weather, whether or not the library closes.

### **B. Facility Emergencies**

#### **1. Fire**

a. At the first indication of smoke or flame or fire alarm pulled by a patron, staff will investigate to determine location and extent. If the problem cannot be easily contained by the staff, they will immediately call 911, pull the closest alarm to notify patrons and evacuate the building.

b. The elevator should never be used to evacuate the basement.

c. Library staff should await emergency personnel at both entrances to report the fire's location

2. Loss of Utilities
  - a. If loss of electrical power makes the temperature or the lighting in the library difficult for working, the library may close until the problem is resolved.
  - b. If water is shut off to the library all restrooms should be closed immediately.
3. Plumbing problems
  - a. If a plumbing problem is limited to a single area, staff will close the affected area and call for professional assistance.
  - b. If a plumbing problem affects major parts of the library, the Library Director may determine the necessity of closing the library. City crews can be called for immediate assistance and professional help should be found as soon as possible.

**C. Hazardous materials**

1. When chemical fumes are noticeable, staff should immediately evacuate the building and call 911 for assistance.
2. If an accident in the vicinity of the library involves hazardous materials, library staff should follow directives of Stromsburg City Office or other emergency personnel.

**D. Bomb threat**

1. Staff receiving a bomb threat should pay careful attention about all details of the conversation and any background noise. Staff should ask for bomb location if caller hasn't mentioned it.
2. Whenever a bomb threat is received, police should be called immediately and the building evacuated.
3. Staff will provide emergency personnel with all information regarding bomb threat. If a bomb threat has been received at a nearby facility, evacuation of the library shall be based on the judgment of emergency personnel.
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This policy shall be reviewed yearly at the January meeting with adoption before March 1.