

(3) Hazardous Materials

- (a) If a traffic accident in the vicinity of the Library involves hazardous waste materials of any type, Library staff should follow the directives of Village Hall and the Hitchcock County Sheriff's Department or other emergency personnel.

(4) Plumbing Problems or Water Leaks

- (a) If a plumbing problem is limited to a single area, staff will close off the affected area and call for professional assistance if they are unable to resolve the problem.
 - (b) If a plumbing problem or water leak affects major parts of the Library, the Library Director may close the Library if deemed necessary. Village crews can be called upon for immediate assistance and professional help should be found as soon as possible.

(5) Bomb threat

- (a) Staff receiving a bomb threat call will try to keep the caller on the line as long as possible, noting every detail about the caller's voice, background noises, and so forth. If the caller does not mention the location and detonation time of the bomb this information should be requested.
- (b) Police should be notified immediately upon receiving a bomb threat, and the library building should be evacuated as quickly as possible. Police should be informed of the situation's details, as well as the location of the Library staff person in charge after evacuation of the building. If a personal cell phone is available, police should be called while the threat is being made. Other staff should get everyone out and away from the building.
- (c) If questioned by police, staff will provide them with the information taken on the phone. Staff may be excused from work at that point, making sure the Library Director has their contact information for calls to return to work after the building has been cleared.
- (d) If a bomb threat has been received at a nearby facility, evacuation of the library will be based on the judgment of emergency personnel. Library staff should again make sure the Library Director has their contact information so they can be called back to work when the building is cleared.

(6) Active Shooter

- (a) In the event that an active shooter is near or inside the Library, the following actions should be taken:
 - (i) Evacuate immediately, leaving belongings behind. Keep your hands visible, following the instructions of any police officers present.
 - 1. Call 911 only when you are safe.
 - (ii) Hide – If evacuation is not safely possible, find a place to hide out of the shooter's view, behind such protection as bookshelves, doors, or counters.