**XXII.** **DISASTERS**

**NOTE: LIST OF ALL EMERGENCY CONTACT PHONE NUMBERS IS LOCATED IN A BINDER LABELED “EMERGENCY PLAN” AT THE CIRCULATION DESK BELOW THE CASH REGISTER AND IN THE OFFICE**

***FIRE***

The Library has a smoke detector system installed building-wide that is monitored and maintained through contract with Engineered Protection Systems, Inc. (EPS). Should smoke or heat be detected by the system, an audible alarm will sound, and EPS will contact our local Fire Department.

**In case of smoke or fire alarm OR visible smoke or fire, the following procedures should be followed:**

1. **CALL 911**

2. Staff and/or volunteers should calmly direct patrons out the nearest exit that takes them away from the most smoke. If a meeting is in progress in the Munnecke Room, staff/volunteers should calmly ask patrons to exit the building in an orderly manner. Evacuees should congregate away from the driveway or parking area of the Library so as not to impede emergency personnel access. Staff/volunteers should attempt to account for all staff, volunteers, and patrons.

Staff should familiarize themselves with the locations of the four fire extinguishers in the building: (i) in the furnace room, (ii) inside the vestibule next to the main entrance, (iii) at the back (north) exit, and (iv) in the Munnecke Room by the entrance.

***HEALTH EMERGENCIES***

A first aid kit is located behind the circulation desk (below the telephone). An emergency AED defibrillator is located in the hallway between the Library and the Munnecke Room. Staff members and volunteers should exercise caution when administering first aid of even a minor nature and render assistance (including the provision of medication) only to the level at which they have been trained and certified. **If in doubt, call 911** for an ambulance and/or law enforcement.

In the case of an underage child, efforts to contact the parents or guardians should be made before calling for medical help **unless** the delay may result in further injury, loss of blood, loss of consciousness, or other life-threatening condition. Law enforcement officers can legally authorize treatment of a minor child in those cases where all attempts to contact a parent or guardian fail.

A staff member should:

1. Get the name, address, and phone number of the injured party.

1. Contact a Library Board member as soon as possible (list is located in the Emergency Plan).
2. Contact the Library insurance agent as soon as possible.
3. Complete an incident description form for Library records (located in Emergency Plan).

***BOMB THREATS***

1. Keep the caller on the line as long as possible, pay close attention to voice and possible background noises. Write down exactly what the caller says (or what the informant says if speaking to him/her in person). **USE THE BOMB THREAT FORM LOCATED IN THE EMERGENCY PLAN BINDER.**
2. Ask where and when the bomb will explode. Evacuate the building as quickly as possible. Evacuate west to Main Street and across Main Street as far from the Library building as possible.
3. **Call 911** from a safe location outside the building. Call the Director if not on site; if unreachable, call a Library Board member.

***TORNADO***

If a tornado warning has been issued, inform all patrons to go to the bathroom hallway between the Library and Munnecke Room. Stay away from windows and doors.

***EMERGENCY CLOSING***

In the event of severe weather or other emergency conditions, the Library may close or not open in consideration of the safety of employees and the public. Closing is at the discretion of the Director, who will (i) notify staff, (ii) have a notice posted on the Library front door, and (ii) if possible, place an appropriate message on the answering machine and the Library web site.

***THREAT OF, OR ACTUAL VIOLENCE***

If a threatening or dangerous person is inside the Library, **CALL 911**. Volunteers or patrons should alert staff immediately and not engage the threatening individual. Staff should remain calm and attempt to isolate the threatening person from other staff, volunteers and patrons.

If a dangerous situation is observed outside the building, **CALL 911**, **LOCK THE DOORS**, turn off the lights, close window blinds if possible and wait for help to arrive while remaining hidden from outside viewing. Remain on a phone with 911 dispatchers if possible to keep all responders apprised of the situation.

Approved: May 29, 2018