

Fire Emergency- Code Fred

Update 12/3/18

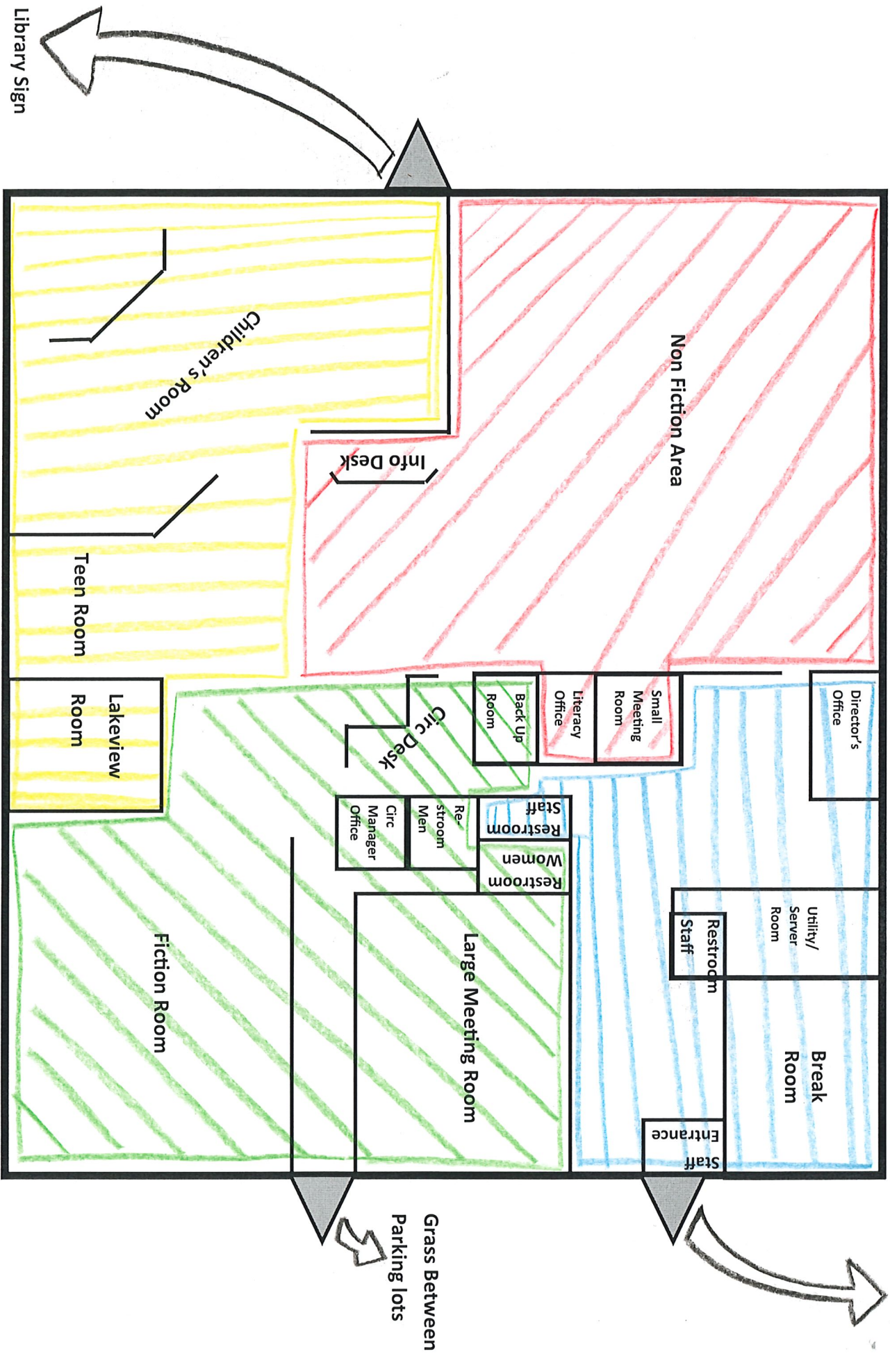
Purpose: The purpose of this policy is to instruct library staff on what actions to take in the event of a fire.

1. The Circulation Manager is in charge of procedure. In the evenings, the circulation clerk is in charge.
2. Once a fire has been confirmed, the P.I.C. (Person in charge) will call 'Code Fred' and the location of the fire over the intercom. For instance, "Code Fred, Men's bathroom". The P.I.C. will then call 9-1-1 and follow the emergency responder's directions.
3. 'Code Fred' is an indication to ALL library staff that the library should be evacuated. Each department is in charge of clearing specific areas of the library of patrons and directing those patrons to their designated meeting areas. Meeting areas are designated depending on which door you exit from. See the attached evacuation route map.
Information Desk- Computer bank, small study room, literacy council rooms, reference, and non-fiction area.
Circulation Desk- Public bathrooms, fiction room, back up room, large meeting room. The P.I.C. should designate a circulation clerk to take charge of this.
Children's Room- Children's room and teen room, DVDs and Audio books, Lakeview room.
Backroom Staff- Director's office, janitor's room, break room, staff bathrooms.
4. When evacuating, remember:
 - a. Do not attempt to take anything with you. Your first priority is human lives.
 - b. It is a good practice to stay aware of the people in your evacuation zone, as you would near closing time. Who is in the fiction room? Who is in the teen room? This will help you when the time comes to evacuate patrons.
 - c. If the fire blocks your evacuation route, take an alternate route. Do not evacuate past the fire.
 - d. If you become trapped, break a window. Heavy wooden chairs are located near several windows and can be used for this purpose.
 - e. Keep patrons at the designated meeting place. Do not allow them to get into their cars. This will ensure the fire truck has a clear entrance to the library parking lot.
 - f. The P.I.C. should meet with first responders to describe the location and circumstances of the fire.
 - g. The P.I.C. should visit every meeting place and make sure that everyone, patrons and staff members have been evacuated.

Info desk
Staff

Extinguishing the Fire

1. Once the library has been evacuated, a staff member can assess the fire.
2. The library provides ABC fire extinguishers that can be used on paper, wood, cloth, electrical, gasoline, grease, and oil fires.
3. You can attempt to put out the fire if it is:
 - a. Contained in a vessel or small space
 - b. Shorter than you are tall
 - c. NOT spreading
 - d. Fueled by paper, wood, cloth, electrical, gasoline, grease, or oil.
4. To fight the fire:
 - a. Put your back to your exit route. Never allow the fire to get between you and your exit.
 - b. Take the fire extinguisher down and pull the pin.
 - c. Grip the hose firmly and point it at the **base of the fire**.
 - d. Squeeze the handles together and sweep the retardant back and forth at the base of the fire.
5. Most fire extinguishers have enough retardant to last ten seconds.
6. If the fire grows or does not go out when you have emptied the fire extinguisher, evacuate.



Behind Dumpster

Grass Between
Parking lots

Library Sign

Director's
Office

Utility/
Server
Room

Break
Room

Restroom
Staff

Staff
Entrance

Small
Meeting
Room

Literacy
Office

Back Up
Room

Restroom
Staff

Restroom
Women

Large Meeting Room

Restroom
Men

Circ
Manager
Office

Circ
Desk

Children's Room

Teen Room

Lakeview
Room

Fiction Room

Info Desk

Code Adam-

Purpose: The purpose of this policy is to instruct library staff on what actions to take should a child be reported missing in the library.

1. Information desk member is in charge of procedure.
2. Using the intercom system, call 'Attention Library Staff: Code Adam'. This is a sign for ALL non-desk personnel to stop what they are doing and report to the Information Desk to assist in locating the child. If the information desk staff member is not at their desk, the staff member who has been approached by the concerned party will call the code.
3. One circulation desk person will lock the front door and stay there until the Code Adam is cancelled. One person in the back room will lock the back room door and stay there until the Code Adam is cancelled. The library is now on lock down. No one is allowed to enter or exit without being vetted by a staff member. NO children will be allowed to exit until the code is cancelled.
4. A detailed description of the child including name, gender, age and a description of their clothing should be obtained by the info desk librarian.
5. The description will be related to the staff and each will be sent to search a different part of the library- see the list below.
6. Should the incident occur after 6:00 P.M. when staff numbers are limited, circulation desk activities will be suspended and the desk person sent to monitor the front entrance.
7. If the child is found, they should be returned to their parent/guardian and an incident report filled out. Call over the intercom system 'Code Adam Cancelled' and library staff can return to their duties.
8. If the child is not found within ten minutes, call 911 for police assistance.
9. When the issue has been resolved, staff members involved should fill out an Incident Report to submit to the library director.

In the case of an indoor/outdoor event:

Children's staff or Circulation staff should inform staff outside that Code Adam has been called. ALL library patrons/program attendees will be asked to move inside, into the community room or children's room until the Code Adam is over. Parents will be asked to account for each of their children. Outdoor areas such as the Parking Lot and Library Grounds should be searched first.

Medical Emergency- Code Mike

Update 10/16/18

Purpose: The purpose of this policy is to instruct library staff on what actions to take should a person suffer a serious injury or illness in the library. *A serious*

injury is one in which the victim is bleeding excessively, unresponsive, or in cardiac distress.

1. Information desk member is in charge of procedure. If they are not available, a circulation desk staff member is in charge. This procedure requires at least three staff members:
Staff member one- in charge/Phone-coordinates, uses phone
Staff member two- Runner – conveys information to the phone person
Staff member three- Watcher- stays with victim
2. Using the intercom system, phone person calls 'Attention Library Staff: Code Mike' and the location of the victim. For example, 'Attention Library Staff: Code Mike, Fiction Room'. This is a sign for All non-circulation desk personnel to stop what they are doing and report to the Information or Circulation Desk.
3. The Phone person will remain at a phone, preferably a phone within sight of the distressed person. This Phone person will call 9-1-1.
4. The Runner and the Watcher will grab a medical emergency kit from the nearest service desk and approach the victim.
5. The Watcher will assess the scene. Are there any potential hazards present? A weapon, fire, vomit, etc? Do not approach if the environment is not safe for you. Do not move the distressed person unless their position is creating additional hazards for them. Ask any patrons to clear the scene so first responders have room to assist the victim.
6. Check the victim. Are they conscious? Can they answer questions? If the victim can answer, the Runner should answer the questions listed on the card in the medical emergency kit. Relay this info to the staff member on the phone. The Watcher should try to keep the victim calm and assure them help is coming. The Medical Emergency Kit should stay with the Watcher. If the victim doesn't answer, attempt to communicate by talking in a loud voice. If this still doesn't work, the Watcher should place their hand near the person's breathing zone to determine if they are breathing. Don't move their head or neck.
- The Runner should do their best to fill out the questions on the card and relay that info back to the person on the phone.
7. If you are trained in First Aid take the actions you feel are appropriate according to your training. Otherwise, follow the instructions given to you by 911.
8. Additional staff can assist by directing first responders to where the emergency is taking place, keeping the area of the injured person clear, and assisting patrons through their regular duties when possible.

Medical Emergency Kits should include:

2 sets of sterile gloves, Medical Emergency Information Sheets, 1 Working pen, Face guard, gauze pads

Tornado Emergency- Code Tony

Update 4/30/19

Purpose: The purpose of this policy is to instruct library staff on what actions to take in the event of a tornado warning.

1. The Circulation Manager is the Person in Charge of procedure (or P.I.C.). In the evenings, the circulation clerk is in charge.
2. A weather alert radio is kept in the circulation manager's office. In the event of a tornado warning, the radio will make a loud sound and a message about the nature of the weather event will sound. The P.I.C. will listen carefully to the message and make notes on the location.
3. Call the code. 'Code Tony' is an indication to ALL library staff that all staff and patrons should seek shelter.
4. Upon being notified of the tornado warning, circ staff should:
 - a. Hang 'Tornado Warning in effect. Shelter in public bathrooms or community room,' sign on stand. Place in middle of entrance hallway.
 - b. Lock the cash drawer
 - c. Flip the inner automatic door switch to 'off' and push the door into the open position.
 - d. Grab a flashlight in case the power goes out.
5. Clear the library. Each department is in charge of clearing specific areas of the library of patrons and directing those patrons to the tornado shelter areas.

Tornado shelters include the public bathrooms and staff bathrooms.

Information Desk- Computer bank, small study room, literacy council rooms, reference, and non-fiction area.

Circulation Desk- Public bathrooms, fiction room, back up room. The P.I.C. should designate a circulation clerk to take charge of this.

Children's Room- Children's room and teen room, DVDs and Audio books, Lakeview room.

Backroom Staff- Director's office, janitor's room, break room, staff bathrooms, large meeting room.

If all the bathrooms are full, the janitor's closet and the community room are the overflow shelter spaces. Start with the janitor's closet. In the community room, stay as far away from windows as possible.
6. If a patron or patrons refuses to move to the shelter, inform them that they have two options: They can leave the library or move to the shelter but we cannot be responsible for their safety if they remain. The Information Desk staff person should shut off computers, if necessary to encourage patrons.
7. When evacuating, remember:
 - a. The P.I.C. will bring the weather alert radio into the bathroom and a cell phone to find out when conditions have cleared.
 - b. It is a good practice to stay aware of the people in your evacuation zone, as you would near closing time. Who is in the fiction room? Who is in the teen room? This will help you when the time comes to evacuate patrons.

Heavy Weather Policy:

The Cadillac Wexford Public Library maintains a regular schedule of open hours and makes every effort to keep facilities open to serve the public as scheduled, consistent with safe access for the public and staff. This philosophy applies to the Cadillac Wexford Public Library's branches as well.

While the library will attempt to keep to the regular schedule of hours, it may be necessary due to inclement weather to postpone opening, or close early. This decision shall be made by the Library Director in consultation with the Library Board President or if necessary, another Library Board Member. The decision to close early or delay opening branch library locations will be made by the Library Director in consultation with the Branch Manager. The decision to close early or delay opening will be based on national weather service advisories, Michigan State Police travel advisories, and/or actual observed local weather conditions.

Items due during any unscheduled closing of the library will not be subject to fines.

The public will be notified of closing or changes in hours of operation through a variety of means:

Website posting

Facebook posting

Twitter

Library telephone outgoing message

Local television or radio

Posted on Library Door

Approved 11/19/18