**Elk Rapids District Library
Disaster/Emergency Policy**

**General Provisions**While it is impossible to create a set of instructions for every possible emergency situation, this policy provides guidelines for incidents that may occur. In the event of emergency, it is the primary responsibility of the library staff who are present to do whatever is necessary to ensure the safety of the library patrons. The secondary responsibility is to minimize the damage to property, only if it poses no threat to anyone’s personal safety.

**Remember: People first, property second.**

**General guidelines for action in any emergency situation:**

1. REMAIN CALM.

2. Quickly gather as much information as possible, such as the nature and location of the emergency.

3. Evacuate the area if danger is imminent, and secure the area from entry by all but trained emergency personnel.

4. Call 911.

5. In circumstances where the building must be evacuated (fire, bomb threat, other life threatening situations) staff should meet at the Cedar St. Parking lot after letting emergency responders know the nature and location of the emergency.

6 . Contact the Library Director, or the Board President if the Director is not available.

**Tornados**

A tornado watch means weather conditions are conducive to the formation of tornados but no tornados have been sighted. A warning means a tornado has been sighted and people should seek shelter. Staff should turn on the weather radio during threatening weather..

In the case of a tornado watch, business will proceed as usual. If a tornado w arning is issued the library will be closed until the all clear is given. Library patrons in the building will be allowed to remain in the lower level of the library, either in the restroom, meeting room, or furnace room (somewhere away from windows and glass). Unattended minors (age 17 and under) will be asked to stay in the building until a parent or guardian picks them up or the all clear is given.

**Inclement Weather/Equipment Failure**

The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water, electricity, etc.), or when there is a general emergency with the Village of Elk Rapids. The decision to close will be based upon:

1. General condition of roads in Antrim County.
2. General condition of parking area and walkways.
3. Availability of staff to open and operate the library.
4. Condition of the building’s equipment.
5. Requests for closure by local, county, or state law enforcement agencies.

The Library will not automatically close or delay opening based on any other institution’s actions. The decision to close will be made by the Library Director. If the Director is unavailable, the senior librarian on staff will make the decision.

**Health Emergencies**

1. Staff members should exercise caution in assisting anyone with any complaint because of the potential danger of a lawsuit. Make the person in distress as comfortable as possible and protect him/her from needless disturbance until medical help arrives.

2. Call 911 immediately in the event of a serious problem. Stay on the phone with the 911 dispatcher and follow their directions carefully. At no time should staff members attempt first aid unless properly certified, or instructed to do so by 911.

3. No medication, including aspirin, antacids, pain relievers, or cough drops should ever be dispensed to the public.

4. Do not attempt to move a person who has fallen and who appears to be in pain, or is unconscious, unless their life would be endangered where they are (in case of fire or tornado for example.)

5. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person’s distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.

6. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.

7. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.

8. If blood or other bodily fluids are present, use gloves and take other universal precautions. Gloves are located in the First Aid drawer in the kitchen area.

9. A staff member should fill out an Incident Report Form for any medical emergency and give it to the Director.

**Bomb Threat**

If you receive a bomb threat by telephone, REMAIN CALM. Push the Panic Button under the circulation desk to alert the police. Evacuate the building immediately. **Do not use a cell phone.**

**Earthquake**

Remain where you are. If you are indoors, sit or stand against an inside wall or in a doorway, or take cover under a desk or table. Stay away from windows and outside doors. If you are outdoors stay away from buildings, overhead electrical wires, poles, or anything that may shake loose and fall.

**Fire**

1. Evacuate the building and call 911.

2. There are 6 fire extinguishers. Know their locations. They are:

 #16 Entryway
 #13 Across from circulation desk
 #14 Staff room/kitchen
 #11 Elevator closet – key is in cash drawer at circulation desk
 #12 Back of book sale area
 #15 Mechanical/Storage area

**Elevator Failure**

1. If there is someone in the elevator, call 911. Talk to the person, tell them help is on the way, and try to keep them calm. **Do NOT attempt to get them out of the elevator until it is at ground level.**

2. If no one is in the elevator, call Freedom Lift @ 231-947-2922. Notify the Director.

3. There is a key to the elevator door in the elevator closet downstairs. The key to the elevator closet is in the cash drawer at the front desk, If you shut off the main breaker, assuming the failure isn’t due to a general power outage, the elevator will return to the lower level.

**Flooding and Water Leaks**

If an area is found to be flooded, clear the area and secure it from entry to prevent the possibility of electric shock. Notify the Director. Small leaks should also be reported. Immediate action may be taken to protect library material or equipment if there is no threat of electric shock.

**Robbery or Theft**

1. Cooperate with robbers and push the Panic Button under the circulation desk to alert police.

2. Report all suspected theft to the Director as soon as it is discovered.

**Active Shooter Situation**

If someone with a weapon is acting in a threatening manner toward patrons or staff, immediately push the Panic Button under the circulation desk to alert police. In an active shooter situation you have three options:

**1. Run.
 \*** If there is an escape route, attempt to evacuate.
 \* Try to help others get out if possible, but get out whether others agree to go or not.
 \* Leave your belongings behind.
 \* Prevent others from entering the building.

**2. Hide** \* If evacuation is not possible, find a place to hide.
 \* Lock and/or blockade the door.
 \* Silence your cell phone.
 \* Remain quiet and calm.

**3. Fight**
 \* Only as a last resort, and if your life is in danger, attempt to incapacitate the shooter.
 \* Act with physical aggression.
 \* Improvise weapons.
 \* Commit to your actions.
 **Accident/Incident Reports**

All employees are required to report all accidents or unusual incidents to the Library Director in writing. The time, place, nature and circumstances of the accident/incident are to be included in the report. The report should also list the names of any library employees or patrons who may have witnessed the accident or incident.