

Fairbury Public Library Disaster and Emergency Policy

All staff should be familiar with the location of fire extinguishers, first aid kits, flashlights and emergency telephone numbers. In case of an emergency the first consideration is the safety of staff and patrons. In case of an emergency such as fire, flood or tornado the money and bank bags from the director's office and the notebook records and money from both circulation desks should be rescued by staff if time permits. Emergency procedures should be reviewed and practiced at least annually by the staff.

Fire

Do not panic, but do not under-estimate the potential danger to patrons or staff. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so.

If there is any doubt about whether the fire can be controlled, immediately call **911** and clear the building. Patrons and staff can exit the building thorough either of the main doors or through the fire doors in the main hallway and stairway depending on the location of the fire. **No one** will be allowed to remain in the building once emergency personnel have been called.

All staff and patrons should gather on the sidewalk at a safe distance from the building to be accounted for then staff should remain on the sidewalk on the south and west sides of the building to stop patrons from entering the building until the fire department personnel arrive.

Tornado or Severe Thunderstorm

During the months of April to October when severe weather is likely, the portable weather radio in the director's office will remain on during hours when the building is occupied.

When a severe thunderstorm warning is announced, staff on the adult side will inform staff on the children's side of the warning then will inform all patrons in the building that the warning is in effect and advise them where the basement and/or restrooms are so they can take shelter if they feel it is necessary. Staff will remain at their duties as long as they feel the situation is non-threatening.

In the event of a tornado warning, staff on the adult side will inform staff on the children's side then will alert all patrons to the fact. Staff will then place red "Tornado warning" signs in the main doors. Adult patrons have two options: accompany staff to the basement to wait out the severe weather or leave the building to seek shelter elsewhere. Unaccompanied minors should be escorted to the basement by staff. Patrons who wish to remain at the library but who are unable to climb the stairs will be accompanied to the men's restroom for their safety. No items will be checked out during a tornado warning and patrons may not use the computers. Once the all-clear is given items will be checked out and patrons may return to using the computers if it is not within

15 minutes of the regular closing time. A staff member should take their cell phone (if available) and the weather radio to the basement with them so communication can be maintained with emergency personnel. In the event the sirens sound **all** patrons and staff will immediately go to the basement or the restrooms and remain there until the all-clear sounds.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members will have to use their own judgment to do what is prudent and reasonable.

Offer to call a family member or friend to come to the aid of an injured or ill patron. If the patron is a minor do not let them leave the library on their own without attempting to contact a parent and documenting that you have done so.

Call **911** and request emergency medical personnel in the event of any serious problem

No medication, including aspirin, should ever be dispensed to the public.

Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If possible, gain the attention of another staff member and alert them to the situation. They can then call the police to report the call as it is occurring and clear patrons from the building.

If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**

Pay particular attention to background noises such as motors running, background music and any other sounds which may indicate the location from which the call is originating. Listen closely to the voice and attempt to note any accents and/or speech impediments.

Immediately after the caller hangs up, dial *57. To make this call you must have a dial tone first and then dial *57. This will initiate a log on the respective phone company's computer system, so they can better assist in identifying the suspect. Have someone else call **911** on the second phone line if that has not already been done and clear the building. Do not go back in the library until the police have been there and searched the building. Post a staff member outside at both main exits to keep patrons from entering.

Snow Storms

In the event of a snowstorm or inclement weather, the decision to close the library early or not to open that day will be made by the Director. Staff should call the director for information as to whether to report to work or not. In the event the director is out of town or cannot be reached the children's librarian will make the decision to close or not. The library strives to keep its doors open but the ability of staff to safely reach the library will determine whether the library is open during or after a severe storm. If the library will be closed or closes early an announcement of such closing will be phoned into the local radio station. The daily fine is forgiven when the library is closed due to bad weather.

Threatening Patron

If a patron is behaving in a threatening or abusive manner either verbally or physically, that patron should be asked to leave the library. If the patron refuses to leave, staff should remove themselves from the situation and call the local police, or **911**, if injury has occurred or seems likely to occur. NEVER approach a patron who is acting in a threatening manner. If it is not possible to leave, or safely call law enforcement, the wireless doorbell should be pressed. Staff on the other side will be alerted that there is a serious problem on the other side and should respond by immediately calling the police. This staff member should also stay on their side and try and prevent any patrons from going to the other side until they know it is safe to do so.