

## 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. Emergency procedures should be reviewed and practiced at least annually by the staff. In case of an emergency the first consideration is the safety of staff and patrons. Personal items and library records should only be retrieved or rescued if done quickly and safely.

### **Fire**

Do not panic, but do not under-estimate the potential danger to patrons or staff. If the location of the fire is obvious, and can be contained and extinguished quickly and safely by staff, proceed to do so. If the source of the fire is unknown, or there is any doubt about whether the fire can be controlled, immediately call 911 from a safe location.

Patrons should be informed of the situation and asked to proceed to the nearest exit and clear the building. Library staff will be responsible for making sure all unattended minors have safely exited. In the event that an adult is unwilling, or unable, to exit, library staff should leave the building and inform emergency personnel once they have arrived that there is still someone inside.

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**

A portable weather radio is located on each side of the building and should remain on during hours when the building is occupied.

When a severe thunderstorm warning is announced, staff will inform all patrons in the building about the warning. They can then decide to either stay at the library or leave prior to the severe weather. Staff will remain at their duties as long as they feel the situation is non-threatening.

In the event of a tornado warning, staff will alert all patrons to the fact. Staff will then place red "Tornado warning" signs in the main doors. At this point, staff should also secure the money in the drawers, computer cabinet and/or Director's office, and hold on to the keys, in the event evacuation to the basement becomes necessary. Should the warning become an emergency and the sirens sound, patrons will be encouraged to seek shelter in the basement, or a restroom if unable to climb stairs. Although encouraged to do so, adult patrons cannot be compelled to seek shelter in the basement and may choose to leave instead. Unaccompanied minors, however, will not be allowed to leave and will be led to the basement by library staff. Staff members should take their cell phone (if available) and the weather radio to the basement to monitor the situation. Anyone sheltering in the basement should remain there until the all clear is given. Library doors will remain unlocked during the emergency to allow others in the vicinity to seek shelter if needed.

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

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.

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

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 or Active Shooter**

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.

In the case of an active shooter, the safest option is to make every attempt to exit the building if possible. If exit is impossible, try and put something, a door, bookshelves, desk, etc. between yourself and the shooter and call 911 if possible.