

Fairbury Public Library Disaster and Emergency Policy

All staff should be familiar with the location of fire extinguishers, first aid kits, flashlights, electric boxes, water shut offs, 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 money should only be retrieved 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. If time, lights should be turned off and main water lines into the building closed. 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.

Call 911 and request emergency medical personnel in the event of any serious problem. It is not advisable for staff to undertake more than keeping a sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Offer to call a family member or friend to come to the aid of an injured or ill patron. However, if a patron is unresponsive, and is not breathing, intervention may be warranted **after calling 911**. An Automated External Defibrillator (AED) is located in the hallway across from the Director's office. It is advised that all staff at least be familiar with the AED and how to use it in an emergency. 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. As soon as possible after the incident, a *Library Incident Report Form* should be filled out and given to the Director.

Bomb Threats

All bomb threats are to be considered valid and taken seriously until proven otherwise. Safety of the public and Fairbury Public Library employees will take precedence over normal activities.

The staff member receiving the call should remain calm and attempt to get information on the location, type, and scheduled detonation time of the bomb and the motive. If possible, alert another staff member and have them call 911. Adult patrons should be advised of the situation and encouraged to leave immediately. Staff is responsible for evacuating unaccompanied minors. All public and staff should remain a safe distance from the building until an all clear is given by authorities.

Any device suspected of being or containing explosives should also be immediately reported to 911 and the above procedures should be followed.

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.

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.

Security Cameras

Security cameras have been installed to monitor the exterior of the building. Their purpose is to provide peace of mind to library users and staff by discouraging and preventing occurrences of violations of the library's Behavior Policy, and, upon the library's request, to provide law enforcement assistance in prosecuting criminal activity.

Security cameras will automatically record over themselves on an ongoing basis. Access to real-time monitoring and recorded footage is restricted to library staff. Patrons may not access real-time monitoring or recorded footage. In situations where the library requests the presence of law enforcement, access to footage will be allowed by the Library Director. Access will be permitted to law enforcement pursuant to a subpoena, court order, or when otherwise required by law; after presenting a written request. Recorded footage will not be maintained, provided no criminal activity or policy violation has occurred.