

## **10. DISASTERS POLICY**

### **Fire alarm procedures**

All staff and volunteers should familiarize themselves with the type, location, and application of the fire extinguisher(s) in the building.

In the event of a fire, all library staff should adhere to the following procedure:

- One employee will obtain the fire alarm panel key from the circulation desk, open up the fire alarm panel and "silence" the alarm. DO NOT press the "reset" button. That will be done by the fire department. When the alarm sounds, the fire department is simultaneously alerted and will respond.
- When the fire alarm sounds, or at the first indication of smoke or flame, an employee will move through the building to determine the presence, location and extent of the fire, if any.
- If there is a danger, library patrons will be instructed to exit the building.
- If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so.
- In the case of a false alarm, document which alarm activated.

### **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 should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

### **Bomb threats**

In the event of a bomb threat, all staff should adhere to the following procedure:

- 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.
- Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
- Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

## **Library Lockouts**

The police department will notify the library when there is a potential external danger to the library. They will offer any further information they believe necessary regarding the danger.

At this time, the library will lock its exterior doors.

After locking the doors we will inform the public inside the building that the library has locked its doors due to an external threat. Once informed, the patrons inside the building will decide to either remain in the secured library or leave of their own volition. Unsupervised minors will be urged to remain in the library until a parent or guardian can be contacted, but will not be physically restrained from leaving the library.

## **Tornado Warnings**

During a tornado warning, the Library is not open for service, but public buildings are open for shelter. A tornado warning is declared in one or both of the following ways: the sounding of civil preparedness sirens or announcements on the radio. Staff must take shelter in the basement and may not remain in work areas. All customers are required to take shelter in the basement or leave the building until the National Weather Service has canceled the warning.

Should the tornado warning begin prior to a site's official opening, the facility will be opened as an emergency shelter when staff is in the building. Should the warning extend beyond the regular hours of operation, staff will remain until the warning has expired and the building is secured.

## **Inclement Weather**

If the Wamego School District, USD 320, has a weather related closing or delay, the Wamego Public Library will have the same delay or closing, Monday through Friday, unless decided otherwise by the Library Director. Closing during other days and hours will be at the discretion of the Library Director. If the director is not available, the Chairman of the Board of Trustees will make the decisions.

## **Loss of Essential Services**

Library facilities may close if one or more essential services (electricity, water, etc.) are lost and public safety would be compromised if the facility were to remain in use.