

ESTHERVILLE PUBLIC LIBRARY EMERGENCY PROCEDURES POLICY

General Information:

- Emergency phone numbers are posted by all library telephones.
- All exits are clearly marked.
- Emergency Procedures Policy is posted on both levels of the library and in the community room.
- Staff on duty are responsible for informing users in the building at the time of the emergency.

Active Violence:

Active violence occurs when an individual (or individuals) are engaged in activities that pose threat of bodily harm to those on the library premises. Acts of violence could include firearms, knives, chemicals or other weapons.

Secure Immediate Area:

- Be aware of your surrounding environment and watchful for possible dangers
- Take note of the two nearest exits in case it becomes necessary to flee
- If possible, lock and barricade doors to secure an area of the library as a means of protection for staff and patrons
- Cover windows that have a direct line of sight into the hallway, if there is a safe opportunity to do so
- Pull shades and turn off lights to give the impression that the room is empty
- Silence all cell phones
- Instruct all staff and patrons to remain silent
- Library patrons and staff should not leave the building until police give authorization unless it is more dangerous to stay than attempting to escape

Contact Authorities:

- Call 911 when it is safe to do so
- Give your specific location in the library and number of people with you
- If known, give the number and location of offenders including gender, physical features, clothing description, and other information such as weapon type, or other details that may be helpful

Bomb Threat:

In case of a bomb threat, call 911, evacuate the building, and lock the door.

Elevator Failure:

When the elevator fails to move from floor to floor or an elevator door fails to open, the alarm may or may not be heard. Notify the Library Director and check to see if anyone is trapped in the elevator. If someone is in the elevator, ask if he or she has used the telephone to call for help. Picking up the handset will automatically connect the person to the local dispatch center. Call 911 to report the problem. Reassure the person that help is on the way. Do not force the elevator doors open, as a person climbing out could be crushed if the elevator moves unexpectedly. Report the incident and contact elevator maintenance for inspection.

Fire:

In case of fire evacuate the building immediately. There are two exits upstairs and three downstairs. Fire extinguishers are available on both floors. Call 911 from a nearby phone.

Gas Leak:

In case of a gas leak, evacuate the building immediately and call the Gas Company.

Medical Emergency:

In case of a medical emergency, call 911 and use basic first aid techniques as needed.

Power Failure:

In the event of a power failure, staff on duty will utilize flashlights to assist patrons in restrooms and the elevator to find their way to a safe place to wait until the power returns. The Library Director or Assistant Director may decide to close the library if the absence of natural light, heating, cooling or water make it problematic or unsafe to continue to serve the public.

Tornado:

If a siren is sounded in Estherville for a sighted tornado please evacuate the main floor, go to the basement to the designated tornado safety area and stay away from windows. Stay there until the all clear signal has been given. Main floor and children's department doors should be locked upon evacuation and all people directed to the safety area.

Winter Storm:

Patrons must have safe access to the building and the library must be adequately staffed during regular working hours in order to remain open. Any changes to the library's regularly scheduled hours will be based on a concern for the welfare of the staff and patrons.

Closing the Library:

- The Estherville Public Library will follow the recommendation and actions of the Estherville Police Department and National Weather Service between 9:00 AM and 8:00 PM, Monday through Saturday, in the event of inclement weather. Closing will be at the discretion of the Library Board President and Library Director. The Library Director will notify, via telephone call, the local radio station (KILR 95.9) of the library's closing. In the absence of the Director, The Assistant Director will work with the Board President to make the decision whether to close the library. In the event the library closes, all scheduled meetings including reservations to use the Community Room will also be canceled. In the event that the Estherville Community School District has a two hour late start, there will be no bookmobile or daycare outreach services. These will be rescheduled for another time.
- When safe access is no longer possible the Library Director will close the library.

Preparedness:

- Annually, or as needed, supplies such as flashlights, batteries and first aid will be checked and re-stocked.

- Heating, electrical, plumbing and other systems within the building will be kept in good repair.
- Ensure that a battery-operated radio is on site and in working order so as to receive weather updates during a power outage.
- Ensure phone numbers of local emergency and law enforcement are posted by each phone. Keep in touch with these individuals on local conditions.
- Library staff members are expected to work at scheduled starting times during all weather conditions, unless they have been excused by the Library Director.
- When open, the front walk, delivery entrance, and emergency exit doors must be kept free of snow and ice to maintain safe access to the library.

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