

## **XVIII. Disasters Policy**

### **Fire**

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. Do not panic. If the fire can obviously be contained and extinguished quickly and safely by staff, do so immediately. If there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and clear the building.

The time to think about fires is before they happen. Staff should all be made familiar with the type, location and application of fire extinguisher(s) in the building. Emergency numbers should be prominently posted.

### **Health Emergencies**

Ambulance services (911) should be called immediately in the event of any serious problem.

No medication should ever be dispensed to the public.

Library staff should exercise caution when administering first aid of even a minor nature. It is not advisable for staff to undertake more than keeping a sick or injured patron comfortable and protected from disturbance until medical help can be obtained. Each case being unique, staff should use their own best judgment as to what is a prudent and reasonable course of action. While doing everything to ensure the safety and protection of an ill/injured patron, staff must also consider their own and the library's potential liability.

### **Bomb Threats**

If possible, have staff clear the library of patrons.

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 the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

If possible, have another staff person contact the police using their mobile phone. If not, immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

### **Snow storms**

The Library will follow the recommendation and actions of the Drummond Area School District regarding winter snowstorm closures Monday through Friday. Saturday snow storm-related closures will be at the discretion of the Library Director. The Library Director shall notify the Library Board President or next available officer or Board member when such closures occur. If the Drummond Area School district closes for cold and wind-chill concerns rather than snow accumulation, the library will remain open.

### **Rain storms**

If there is sufficient rain accumulation that patrons must wade through water to access the library staff should:

Block access to front door with a “USE BACK DOOR” sign.

### **Power outages**

In case of a power outage, Xcel Electric should be advised of the outage and should be able to provide an estimate of when services may be expected to be restored. If service is expected to be restored within an hour and if there is sufficient light to read, the library may remain open and manually record check-outs. If it is too dark to conduct basic operations, staff may close the library. They should advise the Library Director and/or the Library Board President, place a sign in the window explaining the closure.

### **Active Shooter Emergency**

In the event of an active shooter emergency, staff and any patrons in the library are advised to run. If you cannot run, hide. If you cannot hide, consider self-defense. Remain calm and try not to provoke shooter. If possible, dial 9 1 1 and police will be dispatched. If your life is in imminent danger fight back, improvising weapons with what is at hand and committing to your own defense.

The first individual to safety should (also) call 911. Caller should endeavor to remain calm and provide their name, location of emergency, description of shooter and weapons.

Once police arrive, remain calm. Empty and raise your hands, fingers spread and make no sudden movements. Follow all police instructions. Answer any questions that they have to the best of your knowledge.

Law enforcement will handle any notifications to relatives should anyone be injured. Any media questions regarding the event should be directed to law enforcement.

Should there be a fatality, OSHA (Occupational Safety and Health Administration) must be notified within 8 hours. Should a staff person be hospitalized because of the event, OSHA must be notified within 24 hours.

The Library Director, if not present, and the Library Board President should be advised of the event as soon as is possible.

Library workers are not mental health workers. However if, in the course of regular interactions with patrons staff become concerned about the mental health and well-being of a patron and consider them to be possible risks, that information should be communicated to the Library Director. The best time to address an issue is before it occurs.

Approved: Nov. 14, 2018

Board President:   
Linda Parker

To be reviewed every two years.

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