

Emergency Policy



I. Emergency Procedures

Should a personal emergency arise to a patron (heart attack, seizure, fall, etc) call 911 and then try to keep the patron calm and comfortable until help arrives. An incident report should then be made immediately to the safety administrator at City Hall. If a patron refuses to let you call 911, get a written statement from them stating they refused assistance.

In a case of winter snow storms, the Library Director must use her or his best judgment about opening the library. If a delayed opening is an option and downtown businesses are open, then open once the sidewalks are clear. This is also true if the storm starts during the day and there may be a question of closing early. The director will contact the local radio station KBMW (642-8488), post a notice on the Library's Facebook page, and the Library's website to announce the early closing or not opening at all during the day.

In case of a tornado warning, tune to KBMW for weather announcements. In case of a tornado WATCH (one that has been sighted in the area) prepare staff and patrons in case it should turn into a tornado WARNING. If this happens, the City sirens will be activated. The siren sounds like the fire siren but will sound continuously without stopping. At that time, direct all staff and patrons to go to the basement of the Law Enforcement Center. Be sure to lock both west and north doors to the library; if time permits, turn off all lights and computers. If absolutely necessary and time is of the essence, go to the north closet in the kitchen of the library. Bring with a radio and resume service when the all-clear announcement is made on the radio.

Should maintenance emergencies arise, contact the Public Works Superintendent. In cases of water flowing from sinks or stool, turn off valve while waiting for help to come. If the emergency arises during the evening or weekend, call the On Call Public Works staff member.

Upon the discovery of a fire or the fire alarms sound and fire can be extinguished, do so immediately. If not, call 911 immediately and make the announcement to patrons to use the nearest exit and evacuate the building. The librarian in charge should make an effort to see that everyone leaves, directing staff and patrons to exit the building as quickly as possible. Do not return to the building for any reason until approval is given by the Fire Department.

All staff should know the location of all shutoffs, breakers, fire extinguishers, alarms, and exits.

ADOPTED BY THE LIBRARY BOARD

MARCH 1, 2009

REVIEWED AND AMENDED BY THE LEACH PUBLIC LIBRARY BOARD

FEBRUARY 24, 2022