

## **Emergency Policies:**

Below is the emergency policy for the Iola Village Public Library. It can be located online at: [http://www.owls.lib.wi.us/ivl/Emergency\\_Policy.htm](http://www.owls.lib.wi.us/ivl/Emergency_Policy.htm). Other links are listed below this policy for more examples.

### Winter Storms:

The Library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular operating hours.

The \_\_\_\_\_ Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the Director or (senior staff member) will call a library trustee to advise him/her of the situation.

If a decision is made to close or postpone opening the library, the radio station in the area will be called to make necessary announcements.

### Tornadoes:

When a tornado has been sighted within the community, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and will ask them to proceed to the lower level hallway of the first floor. A radio should accompany the group. Normal routine may resume when the all clear sign is given.

### Fire:

At the first indication of smoke or flame call 911, and then investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Clear the building until an all clear has been given by the \_\_\_\_\_ Fire Department.

Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

### Health Emergencies:

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual, the safety of the staff, 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 case of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

#### Bomb Threats:

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 called 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).

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

#### Drop Box:

Call police if sharp objects, dead animals, garbage, or any type of liquid that was purposely poured into the box is found. Please let the Director know if you find anything in the drop box.

Beaufort County Public Library System

<http://www.co.beaufort.sc.us/bftlib/emergency.htm>

Dixon Public Library

<http://www.dixon.lib.ca.us/Policies/emergency.htm>

Driftwood Public Library

[http://www.driftwoodlib.org/emergency\\_response.htm](http://www.driftwoodlib.org/emergency_response.htm)

Garrett Public Library

[http://www.gpl.lib.in.us/policy\\_weather.html](http://www.gpl.lib.in.us/policy_weather.html)

Geauga County Public Library

<http://www.lcls.org/content/adminissues/AI%20Emergency%20and%20Disaster%20Policy.doc>

University City Public Library

<http://www.ucpl.lib.mo.us/policy/Disaster%20preparedness%20plan.doc>