

EMERGENCY PREPAREDNESS PLAN

Snow storms

The library may close or postpone opening when weather conditions exist making it hazardous for travel or Somerset School District closes its schools due to poor travel conditions. 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 library operating hours.

If hazardous road conditions occur, the director or senior staff (by title or years of service) will call the Library Board President to advise him/her of the situation. If the Library Board President is not available, the library staff member will contact another Library Board Trustee.

When adverse weather conditions make travel hazardous, staff members should use their judgment regarding personal safety and transportation to/from work. The library wants its staff members to feel safe. Staff members seriously concerned for their safety who choose not to travel to work or choose to leave work before their shift is over, should feel comfortable doing so, notifying the senior staff member as soon as possible. If a staff member chooses not to work during his/her scheduled hours due to adverse weather conditions, the staff member will not receive pay for such hours missed.

Medical Emergencies

Call 911. Make the patron or staff member as comfortable as possible and clear unnecessary staff and patrons from the area until medical help has arrived.

Tornados

When a tornado warning has been issued in the community: The staff will encourage patrons to join staff at a safe area away from windows within the building (restrooms). A weather radio, flashlight and first aid kit should accompany the group to the safe area. Normal routine may resume when the all clear is given by an authorized person.

Fire

Do not panic and do not clear the building at the first whiff of smoke. Find out what is happening and where the smoke is coming from. If there is any indication of fire, pull the fire alarm, clear the building using the closest exit available and call 911. Staff is not to re-enter the building until notified by the fire department that it is safe.

All staff should familiarize themselves with the location of fire extinguishers and know how to use them to aid in exiting the building, not for fighting fire. All fire extinguishers are to be checked annually by a certified professional.

Staff should always assume the alarm is legitimate and follow procedures to evacuate the building. If it is determined that a fire alarm was pulled but there was no fire, staff should ask customers and review the security camera footage for anyone near the pulled alarm. If the person is identified, report this information to the Police Department and complete an incident report.



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Gas Leak

If a natural gas leak is suspected, clear the building and from a safe location, call Midwest Natural Gas (715) 247-5279. Do not reenter the building and keep others from entering as well.

Power Outage

In daylight hours, if the power remains out for at least a half an hour, the director or senior staff may decide to close the library to the public. Once the decision has been made to close, the library staff will begin closing procedures. Staff will remain on duty and be assigned appropriate tasks but the director or the senior staff may choose to send staff home due to environmental conditions in the building. If the power outage takes place after dark, staff shall close the library. If the outage is due to a storm, staff and public should be gathered to a secure location in the building until it is safe to leave.

Bomb Threats

Keep the caller on the line if possible. If more than one staff person is present, one staff will contact the police department about the threat, and one will keep the caller on the line. Ask the caller to repeat the message and try to write down every word spoken. If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**

Listen closely to the voice (male/female), voice quality (calm, excited), accents and speech impediments. Listen for background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Immediately after the caller hangs up, call 911 and clear the building. The police will handle the actual bomb search.

Active Shooter Situation

If a staff person suspects an active shooter is in the library they will follow these steps:

1. **EVACUATE:** Get out if you can, then dial 911. Keep your hands visible for responding police.
2. **HIDE:** Secure your hiding place, lock doors, turn off lights and cell phones. Be quiet, stay away from windows and doors. If a building alarm sounds, it may be a lure. Leave only if you smell smoke.
3. **TAKE ACTION:** As a last resort, and only when your life is in imminent danger. Attempt to incapacitate shooter or act with physical aggression.
4. **CALL 911:** When it is safe to do so.

Lockdowns

Lockdown situations may occur when a dangerous situation (such as a violent intruder) is occurring near a library facility. This is NOT the same situation as an active shooter who is inside a library facility. Staff members should call 911 and alert other staff members, when possible. Loudly announce to individuals in the library that the library is going under lockdown and usher all individuals into the locked mechanical room, including staff. Turn off the lights, turn off cell phones. Remain calm and quiet. No calls or texts. Stay away from windows and doors. If a building alarm sounds it may be a lure. Leave only if you smell smoke. Do not open the door. The police will enter and evacuate.

