

EMERGENCY AND SAFETY POLICY

Violence or Assault

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur (911 or 334-2520).

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, 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 with the nearest fire extinguisher. Fire extinguishers are located on the west wall of the staff area, on the south wall of the hallway to the basement, on the wall in the foyer between the water fountains and the door to the women's restroom, and at the bottom of the basement stairs. However, if there is any doubt about whether the fire can be controlled, sound the alarm by pulling the nearest fire alarm (near fire extinguishers and in the community room).

1. A staff member will make an announcement over the intercom, "This is an emergency. Please calmly use the nearest exit to evacuate the building and make your way to the grounds north of the library."
2. If possible, the librarian in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke.
3. 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. Gather staff and patrons on the grounds north of the library. Do not return to the building for any reason until approval is given by the Fire Department.

Health emergencies

Call 911 immediately in the event of any serious problem.

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual 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 AED is available as needed, and is located **in the library proper** by the ~~coffee area~~ inside set of double doors. **Naloxone may be given by trained staff in the case of a suspected overdose.** No **other** medication, including aspirin, should ever be dispensed to the public.

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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 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 where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

1. A staff member will make an announcement over the intercom, "This is an emergency. Please calmly use the nearest exit to evacuate the building and make your way to the grounds north of the library."
2. The staff should make sure everyone leaves, directing staff and patrons to exit the building as quickly as possible. Gather staff and patrons on the grounds north of the library.
3. Staff will call the police (911). If there is not a cell phone to use, walk to a neighboring building or house and ask to use their phone.
4. Do not return to the building until approval is given by the Police Department.

Weather Emergencies

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted. A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado siren will be activated. When the tornado siren sounds **or when there is a tornado warning for our area:**

1. A staff member will disarm the door by Flutterby Cove.
2. A staff member will use the intercom to announce: "A tornado warning is in effect for the Independence area. This means that a tornado has been sighted. For your safety, we ask that you follow the staff to the basement."
3. Take a cell phone and flashlight.
4. All staff and patrons must go to the basement.

See Other Closings under the Library Hours Policy.

Incident Reports

Incident reports must be filed in all cases when it was necessary to call for outside help and in other situations in which the administration and staff should be informed because of possible repercussions. Copies of all reports will be kept by the Library Director and will be reported to the Library Board of Trustees as deemed necessary by the director. A log of incident reports, patrons banned and problem patrons will be available for staff to review in case of repeat offenders.

For Infectious Disease Outbreaks, please see the Infectious Disease Policy.