

SANGER PUBLIC LIBRARY EMERGENCY PROCEDURES

From 2012:

PROCEDURE IN CASE OF FIRE

Call 911. Keep calm.

Notify patrons as quickly as possible.

Staff will search diligently whenever possible to ensure that no patron has been overlooked.

Patrons and staff will leave by the nearest exit. Staff will gather in the park at the stone wall closest to the library where they will confer to determine if the whole library was searched.

SEVERE WEATHER PROCEDURE TORNADOES, LIGHTNING, HAIL, HIGH WIND

Keep calm.

Use common sense and observation to supplement official warnings and/or radio or TV announcements.

When action is necessary:

1. Move people away from windows.
2. Move to the janitor's closet or the men's bathroom if conditions warrant.
3. Encourage people to remain in the building.
4. Do not use telephones in a lightning storm unless absolutely necessary.

If patrons are not cooperative, staff may take shelter after explaining to the patron where shelter is to be found.

BOMB THREATS BY PHONE

Keep the caller on the line as long as possible. Use the questions on the checklist to engage the caller in conversation. Ask another staff person to call 911 on the other line.

As soon as the call ends, press *57 and then 1 to trace the call.

If the decision is made to evacuate the building, all staff will help to notify library users. They should inform library users to:

- Turn off cell phones and pagers
- Do not touch light switches, computers, copiers; leave them as found
- Proceed out the front door or closest exit.

Sanger Library's Fire Alarm Sprinkler System

(From 2015-16)

Emergency Shut-Off Directions:

In the event of a leaking or bursting sprinkler pipe, this action should be taken to minimize flooding. The Fire Department and the city's administration need to be notified, and it should only be done if there are definite signs that the system has been compromised (including water coming from the ceiling that doesn't appear to be caused by rain water/leaking roof),

- **Control valves are located in exterior storage closet outside the back door (near kitchen area). They are attached to the exposed pipes running along the wall on right as you enter closet.**
- **Turn off the large red valve with a sign labeled "**Main Control**" hanging from a chain next to it (below the two smaller red ones). It will only turn one way. As it's turned, the orange piece of metal below it should move into a horizontal position.**
- **After shutting it off, drain the system by turning the green valve on the left side (turning it toward same wall to which pipes are attached).**
- **The alarm panel (red box on wall to the right) should begin beeping. It can be temporarily silenced by pressing the Silence button.**

(continued on next page)

(Jan. 2023)

Preventative Action:

If very cold temperatures are forecasted (in the 20's or below for more than a few hours, or just below freezing for more than 24-48 hours), draining the fire sprinkler system should be considered until additional measures are taken to ensure the attic space is sufficiently heated.

The city's administration (City Manager or acting CM, Parks/Facilities Director, and Fire Marshall) should be consulted. If the system is drained/disabled, at the time of this policy revision a 24x7 **Fire Watch** is required. Unless otherwise stipulated, the Library Director and library staff are responsible for conducting such a fire watch. The Fire Department provides fire watch worksheets, which include the following requirements:

- A complete walk-through of the building (if system completely disabled) every hour, 24 hours/day, or for the duration of the impaired system.
- The worksheet/s must be signed every hour and any unusual findings noted. The worksheets must be available for review if/when requested.
- Staff must be solely dedicated to the fire watch and no other facilities-related activities should be assigned or performed.
- If fire or smoke is noted, call 911 and report the location.

Since some water remains in the system, there is still a risk of a pipe bursting when the system is turned back on. It is important to allow sufficient thawing time after the temperature is above freezing, and that it be turned on slowly. The Fire Department should be called and asked to perform this action.

* **Covering the shelves with plastic sheets** is another precaution to be taken, particularly those in the north half of the building (children's, juvenile, YA, and nonfiction). If we are unable to disable the system and do a fire watch, there is even more reason to take this action to protect the books from possible water

damage. The sheets are stored in a plastic tote and kept in the outside electrical closet. Since there is some variation in their size, each is labeled with the particular shelves for which they have been used. Some will need to be taped at the ends.

Note: Based on our experience in December 2022, the attic reached a temperature very close to the outdoor temperature in less than 24 hours of extreme cold (readings were in the single digits the first night, particularly in north end of the building, where sprinkler pipes have burst in the past). The Library Director used a laser temperature gun to monitor the attic during the fire watch and observed the temperature slowly increasing as outdoor conditions improved. It would be beneficial to continue to use such a device in similar situations in the future.

Other background information:

- After the flooding in February 2021, the Public Works Director hired a local business that performs various jobs for the City to wrap the sprinkler pipes with thin foam insulation. They did not provide details such as the “R” value of this material, but it is unlikely to prevent sprinkler pipes from freezing in extreme conditions.
- Fiberglass insulation was added to the floor of the attic in 2022.
- At the Library Director’s initiative, approximately half of the building’s soffit vents outside were covered with metal plates in Dec. 2023 to prevent at least some of the cold north wind from coming into the attic.

** **Note:** These covers will need to be removed before summer to allow for more ventilation.*

- In January 2023, the Parks & Facilities Director and Library Director met with the owner of Underwood Heating about a possible solution. He recommended removal of the fiberglass insulation and that spray foam insulation be added under the roof so that the entire space is “conditioned,” with heat rising from below. The cost will be significantly more (possibly \$15,000), but should solve the problem – barring a lengthy power outage.

Other Precautions to Prevent Pipe Freezes:

(2015-2016)

- Thermostats should be adjusted to a warmer setting (including the programming for nights & early mornings). All thermostats should be checked and reprogrammed if needed.
- Lower the pull-down ladders in the craft closet and janitor's closet to let additional warm air enter the attic.
- Let faucets drip and open cabinets under sinks.