



## **Emergency Policies**

### **General Guidelines**

In the event of an emergency, it is the primary responsibility of the library staff to do what is necessary to ensure the safety of the library patrons and other staff. The following guidelines should be followed:

- Gather as much information as possible regarding the nature and location of the emergency.
- Evacuate the area if danger is imminent.
- Call the appropriate emergency agency (Police, Fire, or EMS) by calling 911 and be available to direct them to the source of the problem.
- Contact the Director if he/she is not present.
- The appointed person-in-charge should interview all staff and patrons involved or witness to the incident and report it to the Director.

### **Procedures for Specific Situations:**

#### **Accident**

If there is an accident involving a staff member and/or patron, determine if you can handle the problem on your own or if it requires outside help from the Police, Fire, or EMS. Provide whatever assistance you can until help arrives. Call for assistance if needed and notify the Director.

- Do not attempt to move the person if the injury is serious.
- Let them call family or make the call for them.
- Ask for the name of the injured or ill person and gather information about what occurred.
- Get the names of any witnesses.
- If the accident is the result of a crime, do not attempt any cleanup.

All staff members involved in the accident or witness to the accident should prepare a written report and turn it in to the Director.

#### **Elevator Failure**

In the event a person becomes trapped in the elevator, call for help. Do not attempt to pry open the doors.

### **Evacuation of the Building**

If the threat of personal danger is imminent, immediately evacuate the building and follow the steps below.

- Announce the evacuation verbally. Ask everyone in the building to remain calm and walk to the nearest exit but do not use the elevator.
- Notify emergency services by calling 911.
- Assist those who need help in exiting the building if possible and check the building for stragglers as you exit.
- Move the crowd away from the building and entrances.
- Be available to direct emergency services to the exact location of the problem.
- Prevent anyone from entering the building until it has been determined to be safe.

### **Bomb Threat**

Gather as much information as possible from the reporting person such as the planned time of the explosion, type of bomb, and its location in the building. Evacuate the building and call the police immediately.

### **Fire**

Familiarize yourself with the location of fire extinguishers and alarm pulls before a problem occurs. If you detect a fire before an alarm is activated, activate the alarm, and evacuate the building. You may attempt to put out a small fire with an extinguisher after the alarm has been activated, but do not place yourself in danger.

### **Severe Weather**

In the event of a tornado, sirens in Evansville may sound. The following emergency procedures shall take place.

- Library staff will make a systematic sweep of public and non-public areas of the library. They will escort all patrons to the lower level and take shelter in the storage room behind the children's desk until the threat has passed.
- Adult patrons who do not wish to remain and take cover in the lower level may leave at this time.
- Any patron under the age of 18 that is not accompanied by an adult will be REQUIRED to take cover at the library.
- Staff will lock cash drawers at the circulation desk, locate available flashlights and take shelter with patrons. Staff is required to remain in safe areas with library patrons for the duration of the emergency.

### **Closings**

Under extreme conditions, as determined by the Director, a snow or other weather-related closing may be considered necessary. Considerations in determining extreme conditions include the hour of the day, weather forecasts, information from entering patrons, safety of the employees, status of public school closings, etc. In the absence of the Director, the

appointed person in charge should make every effort to contact the Director, or Board officers, starting with the Board President.

Upon determining that the library will close, the Director or appointed person-in-charge will call all employees scheduled to work for the remainder of that day, the contacts for any meetings scheduled in the meeting room, and any volunteers expected at the library that day. Radio and television stations may be called, if deemed appropriate. If possible, notice of the closing should be posted on both doors to the library.

If the closing occurs while the library is open, then any library patrons on the premises shall be asked to leave within 15 minutes. Employees will then follow normal closing procedures.

### **Employee Compensation Due in Emergency-Related Closings**

In the event that the library closes due to weather or another emergency, or in the event that non-management employees are sent home prior to the end of their regularly scheduled shift, the library will pay the employees for the full length of the shifts for which they were scheduled, for up to 5 work days in any calendar year.

When the library remains open, any employee who cannot get to work or requests to leave the library prior to the end of his or her shift due to weather conditions will be paid only for the actual hours he/she has worked that day.