

# **Disaster and Safety Plan**

## **Snow storms**

The library may close or postpone opening when weather conditions exist making it hazardous 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 library operating hours.

The Burnett County Sheriff's Department and Highway Department may be called upon for advice concerning impending road conditions. 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. Refer to the library "Code of Conduct" policy for information on minor children left at the library at time of closing.

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.

## **Tornado**

When a tornado warning has been issued (one long siren) in the community:

The staff will encourage patrons to join staff at a safe area away from windows within the building (restrooms or store room). 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, notify the police department, 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.

## **False Alarms**

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.

## **Medical Emergencies**

Call 911. Make the patron or staff member as comfortable as possible and protect them from needless disturbance until medical help has arrived.

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## **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 immediately. 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 caller on the line as long as possible. If more than one staff is present, one staff will contact other city departments about the threat and one will keep 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.