

**Title 5:
Chapter 2:**

**Health and Safety
Emergency Policy and Procedures**

05-02-01 Closing

- a) During a weather emergency, the Library Director/Supervisor in Charge (SIC) will be responsible for closing the library.
- b) The Library Director/SIC will notify local media to announce closings or delayed services in the event of inclement weather.

05-02-02 Evacuation

- a) In the event of a weather emergency, fire, nuclear emergency, or bomb threat library staff will follow the procedures outlined below to ensure the safety of all persons within the building. In the course of following these procedures, staff members will not put themselves in danger.
- b) All emergency situations will be taken seriously. All fire evacuation procedures must be followed until the all clear signal is given from the fire department. All protocols for a bomb threat will be followed until the all clear signal is given from the police/fire department.

P-05-02-03 Procedures

Tornado

- a) An emergency pager is located in the Circulation Office. If a tornado watch is announced, the circulation staff will make the announcement over the inter-com.
- b) If the tornado siren sounds, staff will make the appropriate announcement over the inter-com and urge all patrons to go to the staff area hallway, near the lockers. Patrons may also take cover in the Children's Office and the Reference Office if additional space is needed. Assistance should be offered to those whose mobility is impaired.
- c) The Supervisor In Charge (SIC) should take along the Manitowoc County emergency pager located in the Circulation office, and listen for the all clear signal before leaving the area.
- d) Though we have no authority to forbid anyone to leave the shelter area, no one will be allowed in any part of the library other than the shelter area while the warning exists. If the warning is still in effect at closing time, staff should remain in the shelter area with patrons until it is safe to leave.
- e) Once the warning passes, activity in the library may return to normal.

Fire

- a) The library fire security system includes fire horns with flashers, smoke detectors and fire alarm pull stations. Should an alarm sound, staff should clear the building immediately. Do not stop to check whether or not the alarm is false. The alarm system will notify 911 automatically.
- b) In the process of exiting the building, Circulation staff should clear staff areas and book shelves near the front entrance. Youth staff should clear Youth area and Community Room, and Reference staff should clear stacks, Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately. Books, etc., may be left where they lay. Assistance should be offered to those with impaired mobility. If any patron does not appear to hear the alarm, staff should communicate as best they can the need to leave the building.
- c) If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the SIC so that Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- d) Once outside, staff will keep crowds away from the driveway and the front entranceway so that Fire Department Personnel are not prevented from entering the building. Staff will direct patrons to the park across the public parking lot and report to the SIC.
- e) No one will be allowed to re-enter the building until Fire Department Personnel give an all clear.

Nuclear Emergency

- a) In case of a nuclear emergency, no one should leave the building.
- b) Staff should tune radio to 1240WOMT for instructions or follow instructions given on the emergency pager. If necessary, the city will send someone to evacuate staff and patrons.

Bomb Threat – call 9- 911 as soon as possible

Receiving a threat via telephone

- Signal another staff member to listen, if possible.
- Transcribe the threat.
- Fill out as much of the **Bomb Threat Checklist (located by each phone)** as possible, including detailed questions.
- When caller hangs up, DO NOT HANG UP THE PHONE. Leave the line open.
- Move to another phone and dial 9-911
- Notify Library Director/SIC; begin evacuation.
- After evacuation complete any unanswered questions on the **Bomb Threat Checklist** .

- Be available after evacuation for law enforcement to debrief you.

Receiving a written threat

- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Handle the item as little as possible.
- After evacuation - record:
 - Where the item was found
 - The date and time you found the item
 - Any situations or conditions surrounding the discovery
 - Any other person you are aware of who saw the threat
- Secure the original item. If small, place in a bag or envelope.
- DO NOT fold, crumple, tear, or mark the item in any way.

Receiving an email threat

- Leave the e-mail message open on the computer until authorities arrive.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.

Receiving a verbal threat

- Detain the person making the threat, if possible and practical.
- If the person who made the threat leaves, note which direction they are going.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Note the description of the person who made the threat:
 - Name, if you know them
 - Race
 - Type and color of clothing
 - Sex
 - Body size
 - Hair color
 - Distinguishing features
- Write down the threat exactly as it was communicated to you:
 - Exact wording
 - Who made the threat
 - The date and time of the threat
 - Where the person who made the threat is now

Evacuation – Bomb Threat

- Evacuate through the emergency door by the fireplace.
- Initially, there will not be an alarm sounding; notify patrons and staff to evacuate the building by the emergency door near the fireplace. Once that door is opened the fire alarm

will sound. Circulation staff will redirect patrons and staff that are heading to the front door to the back door.

- In the process of exiting the building, Circulation staff should clear staff areas and book shelves near the front entrance, including restrooms. Youth staff should clear Youth area and Community Room, and Reference staff should clear stacks, Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately. Books, etc., may be left where they lay. Assistance should be offered to those with impaired mobility.
- If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the SIC so that Police/Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- Direct patrons to gather personal belongings.
- During evacuation, instruct patrons to turn off all cellular phones and pagers and to not use them until the 'all clear' is given.
- Once outside, staff will keep crowds away from the driveway, parking lot and the front entranceway so that Police/Fire Department personnel are not prevented from entering the building.
- Assemble patrons and staff away from the building by Near Memorial Drive.
- Remain outside, well away from the building until the all clear signal is given from the Police/Fire Department.

Approved: 3/13/01

Edited: 6/10/04

Revised and Board approved 3/11/08