

## **Building Closures, Emergencies and Disasters Policy**

### **Building Closures:**

For the safety of the public and library staff; the security of the building and library materials; an adequate number of staff members need to be on duty to cover both levels of the building, before the building is open to the public. In the event staff coverage is inadequate (less than three employees including director) to open the library for regular business, the library director will notify the City Administrator and the Library Board President.

In the event winter weather conditions become so severe adequate staff coverage cannot be maintained to keep the library open, the library director will make the decision to close the library. The library director will notify the City Administrator and the Library Board President.

When the decision is made to close the library the local radio station will be called to make the necessary announcement.

All library staff will be required to take a vacation day or if no vacation hours are available, time off without pay.

### **Fire:**

When the fire alarm sounds library staff will clear the building immediately in a calm and orderly manner. The fire alarm for the Morton-James Public Library automatically notifies 911 services.

### **Elevator Emergency:**

The help button located in the public elevator is directly connected to 911. Once the button is pushed the 911 dispatcher will be able to talk to the person needing help.

### **Health Emergencies:**

In the event of a health emergency library staff will:

- Dial 911 immediately.
- Call for additional staff assistance.
- Protect the affected from needless disturbance until medical help arrives.
- Administer minor first aid as the need dictates.
- Dispense no medication, including pain reliever to the public.
- Utilize the emergency defibrillator when deemed appropriate.

All staff members involved in an incident will complete the appropriate accident/incident form and give to the library director within 24 hours.

Annual training will be made available to the library staff for the defibrillator and basic first aid. Staff members should exercise caution in assisting anyone with any medical complaint because of the potential danger of a lawsuit. A minimum of two staff members will stay with the victim at all times.

**Tornadoes:**

When the tornado sirens go off, the staff will advise the library patrons of the situation and ask them to proceed to the lower level. Flashlights and a radio should accompany the group. Normal routine may resume when the all-clear signal is given.

**Bomb Threats:**

In the event of a bomb threat library staff will immediately contact the police and clear the building.

Adopted November 9, 2016