**Emergency Preparedness Policies**

* 1. **In case of Weather Emergency**
		1. Tornado
* In case of Tornado Warning: close building, unplug computers, put notices up on doors and evacuate the building if possible or seek shelter in the bathroom.
* If there is time, evacuate the building and advise patrons to find shelter, lock the doors and make sure the windows are shut.
* If there is no time, move patrons into either the bathroom or the backroom.
* Call the library director so that any damage can be assessed.
	+ 1. Fire
* Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.
	+ 1. Flood
* In case of Flood Warning: close library, put up notices, evacuate building and elevate books and other items if possible.
* Make sure that the water main/pump is shut off.
* If there is a leak, call a plumber and the library director. If there is a leak in the ceiling move library materials away from the damaged area.
* If there is an outside flood which threatens the library building, sand bag the building (time permitting), keep the doors closed, move materials off the floor, and unplug all electronics and shut off the breakers.
	+ 1. Blizzard/Snow Storms
* If there is a Blizzard Warning: close the library, put up notices, unplug computers, and evacuate building.
* Closing will be at the discretion of the Library Director or an employee designated by the director.
	1. **In case of Health Emergency**
* Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public
	1. **In case of Power-outage**
* Close the Library to the public. Assist patrons in evacuating the building. Check all bathrooms to make sure that patrons are not trapped inside without light.
* There are flashlights in the back room.
* An AM/FM radio, which will operate on both electricity as well as batteries, is located in the back room.
* If possible, do not run any water as the well pump will not be operating.
* Call Consumers Energy to report the power outage at the Library: 1–800–477–5050 Consumers Energy Account # 1000-2165-1854
* If the Library Director is not in the building, call the Director to advise the situation.
	1. **In case of Bomb Threat**
* Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.
	1. **In case of Terrorist Threat**
* Stay calm. Pay as much attention to the details as in the case of a bomb threat.
* If possible escort the threatening individual out of the building and call 911. Try to clear the patrons and staff away from the area of the individual and wait for police response.
* If you cannot escort the individual out of the building or call 911, stay calm and comply with the individual’s demands as much as possible.