

South New Berlin Free Library

Emergency Plan Modified 3/19/2020

GENERAL PROVISIONS

In the event of emergency, it is the primary responsibility of the library staff present to do whatever is necessary to ensure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property only if it poses no threat to anyone's personal safety.

Remember; people first, property second.

General guidelines for action in any emergency situation are:

1. **KEEP CALM.**
2. Quickly gather as much information as possible in a reasonably short period of time, such as the nature and location of the emergency.
3. Evacuate the area if the threat of danger is imminent and secure the area from entry by all by trained emergency personnel.
4. Summon the appropriate emergency agency (police, fire or ambulance) by calling 911 and stand available to direct them to the source of the problem.
5. Contact the Director.
6. Staff should interview all patrons involved or witness to the incident and report to the emergency personnel.

PROCEDURES IN SPECIFIC SITUATIONS

ACCIDENT

In the event of an accident involving a staff member or patron, determine if you can handle the problem with reasonable care or if it is serious and requires the summoning of an ambulance. Provide whatever assistance you can until help arrives. If blood or other bodily fluids are present, use gloves and take other universal precautions. Call for assistance if necessary and then notify the Director.

- Do not attempt to move the person if the injury is serious. Make the person as comfortable as possible.
- Ask them to sit or lie down.
- Let them call family or call for them.
- Ask for the name of the injured or ill person and gather information about what happened.
- Get the names of witnesses.
- If physical trauma is the result of a crime, do not attempt any cleanup.
- All staff members involved in the incident or witnessing the accident should immediately prepare a written report and turn them in to the Director.

BOMB THREAT

Gather as much information from the reporting caller as possible. Attempt to learn as much from the caller as you can, such as the planned time of explosion, the type of bomb and its location in the building. Do not hang up. Complete a Bomb Threat Checklist as you take the call. Evacuate the building and call the police immediately. Do **NOT** use a cellular phone. Notify the Director.

DEATH OR SEVERE MEDICAL PROBLEM

Do not presume that a death has occurred. Staff or patrons trained in CPR should provide assistance. Summon an ambulance immediately. Notify the Director. Staff members and volunteers with severe medical problems should notify their supervisors and co-workers of any problems and any standard emergency treatment related to the problem.

DRUG AND PSYCHIATRIC EMERGENCIES

Don't argue with anyone who appears to be experiencing a drug or psychiatric crisis. Be alert to the possibility of violence. One staff member should engage the person in conversation and patiently listen while another calls the police and the Director. A lone staff member should call emergency personnel for assistance. Attempt to continue talking with the person until help arrives. Notify the Director.

EARTHQUAKE

Keep calm. Do not run or panic. Remain where you are. If you are outdoors, stay outside; if you are indoors, stay inside. If you are indoors sit or stand against an inside wall or in a doorway; or else take cover under a desk or table. Stay away from windows and outside doors. If you are outdoors, stay away from buildings, overhead electrical wires, poles, or anything else that may shake loose and fall.

ELECTRIC SHOCK

Do not approach the victim if the hazard of shock is still present. Secure the area. Attempt to remove the source of the shock if possible with insulated material (dry, wooden broom handle, etc.) or open the electrical circuit at the main breaker. Start CPR and summon ambulance. Notify the Director.

EVACUATION OF THE BUILDING

If the threat of personal danger is imminent, immediately evacuate the building.

1. Announce the evacuation verbally. Ask everyone in the building to remain calm and walk, don't run to the nearest exit.
2. Notify emergency assistance by calling 911.

3. Assist the handicapped and elderly to exit the building; and if possible, check the building for stragglers as you exit. Please be sure to check the restrooms and the second floor before you leave.
4. Move the crowd away from the building.
5. Stand ready to direct the emergency assistance to the exact location of the problem.
6. Prevent anyone from reentering the building until it is determined to be safe.

FIRE

Familiarize yourself with the location of fire extinguishers before a problem occurs. If there is a fire, evacuate the building and call 911 immediately. Once 911 is called, you may attempt to extinguish a small fire with an extinguisher yourself, but be careful not to place yourself in danger. Notify the Director.

MECHANICAL FAILURE OR DIFFICULTY (Furnace failure, broken glass, etc.)

If the problem is with the furnace, use the emergency shut-off switch near the main desk. If the problem is broken glass, do not allow patrons in the area or attempt to remove broken panes yourself. Notify the Director.

POISONING (Real or suspect)

Attempt to establish the source of the poison and follow any immediate corrective action printed on the label. Additional information may be obtained by calling the American Association of Poison Control Centers at 1-800-222-1222. Summon an ambulance and retain the suspected source of the poison for the emergency personnel. Notify the Director.

SEVERE WEATHER

Monitor all conditions, warnings, alerts, and watches in the event of severe weather.

TORNADO

- When a warning is issued by sirens or other means, **have everyone move to the center of the back room.**
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

FLOOD

- Be ready to evacuate and climb to the upper floor.
- Move everything up to top of bookshelves and tables that can be moved safely i.e. books & items stored on lower shelves.

BLIZZARD

- Monitor conditions and send patrons home if conditions are threatening.
- Staff will close library and go home, if possible, if not find a safe place to go to wait out the storm and snow removal.
- Library will remain closed until county declares travel to be safe.
- **If blizzard is underway, STAY INDOORS!**

SUSPICIOUS PACKAGE

A suspicious package may have no return address, excessive postage, stains, strange odor, strange sounds, unexpected delivery, be poorly handwritten, contain misspelled words, incorrect titles, foreign postage, or restrictive notes; and may be left unattended in a restroom, under a desk, in a corner or on a shelf. Do not touch or move a suspicious package. Notify the police.

THEFT OR ROBBERY

Report all thefts to the police and the Director as soon as discovered. Cooperate with robbers and notify the police as soon as it is safe.

TOXIC FUMES (Real or suspect)

Evacuate the area and summon the fire department. Remove any affected person to a ventilated area and give resuscitation if necessary. Notify the Director.

CLOSINGS

The Director is responsible for closing the library due to unhealthy conditions, unsafe conditions or other emergencies. If the Director is unavailable, the staff on duty will make the decision to close. When the decision to close is made, the Director will notify the staff and board members.

PAID LEAVE DURING EMERGENCIES

The Board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours. In this way, the Library will maintain a stable, reliable workforce anchored by a stable, reliable income, ready, willing and able to work during a time of emergency.

Emergency Closure

In the event of an emergency closure, compensation shall continue as follows and shall be ratified by the Board within 7 days: Salaried staff shall be paid their regular salary. Part-time staff shall be paid for their regularly scheduled shifts or as determined by the board.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to report to work at the library, to work remotely,

or to be on-call but not report to work during routine hours at the discretion of the Library Director.

Quarantine

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours. Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

ACCIDENT/INCIDENT REPORTS

Library employees are required to report all accidents or unusual incidents to the Library Director in writing using the Incident Report. The time, place, nature and circumstances of the accident/incident are to be included in the report. The report should also list the names of any library employees or patrons who may have witnessed the accident or incident.