

POLICY

Category: Access & Facilities

Number: E.9

Title: **Emergency Situations**

Effective Date: January 2007

Authorized By: Library Board of Trustees

Last Revision or Review: June 16, 1993

References: Cudahy Fire Department, Cudahy Health Department, Cudahy Police Department

This policy describes how the Cudahy Family Library responds to emergency situations. The specific types of emergencies addressed here are fire, health, power failures, severe weather, and threats. In the event of any emergency, the primary consideration must always be for the safety of the Library patrons and Library staff. Protection of library materials, equipment, and the facility will be the secondary consideration.

The Cudahy Family Library staff will be trained annually in emergency evacuation procedures as established by the Cudahy Fire Department. The designated rallying point for the staff during any evacuation is the outside flag pole on the south side of the Library building on Library Drive. When the Cudahy Family Library has been closed for any emergency reason, the Library Director or the Reference Librarian on duty will notify all scheduled staff members, the President of the Library Board, the Mayor of the City of Cudahy, the Milwaukee County Federated Library System, and the local news media.

Fire

The Cudahy Family Library is equipped with smoke detectors, an overhead sprinkling system, nine fire extinguishers placed throughout the facility, and fire pull-stations located at each of its 11 exit doors. (A copy of the Library's floor plan is included at the end of this policy.) In addition, the Library is monitored 24 hours a day through ADT, a security company who will notify the Cudahy Fire Department if a fire pull-station is deployed or if one of the Library's sprinkler heads goes off. In the case of a false alarm at a pull-station, Library staff will notify the Cudahy Fire Department that the alarm has inadvertently been pulled and that it is a false alarm.

In the event of a fire, the Library staff will evacuate the building according to the following evacuation plan established by the Cudahy Fire Department:

As soon as the fire alarm sounds, the staff should start to evacuate the building. Staff members do not have to call the Cudahy Fire Department, as ADT will make the call. As each staff member sweeps the building to alert patrons, they will continuously call out in a loud voice the message to evacuate.

The Reference Librarian will sweep the study rooms, the fiction stacks, the Reading Room, the Local History Room, and the non-fiction stacks. The Reference Librarian will have patrons exit the building through the emergency door in the adult non-fiction area.

The Circulation staff will sweep the computer lab, the media collection stacks, the FOCL the Friends' bookstore, the YA area, the copy center, and both meeting rooms. The Circulation staff will have patrons exit the building through the Library's main entrance. Patrons using the Ladish Co. Foundation meeting room should use the exit door in the meeting room. Patrons using the Winter Garden should use the three emergency exits in the meeting room.

The Children's Librarian will sweep the entire children's area and will escort patrons out of the building through the emergency exit in the Children's Room. If the Children's Desk is not staffed, a Circulation staff member will sweep the area.

Staff members working in their offices in the administrative corridor should exit the building through the staff entrance, taking a copy of the employee work schedule with them.

All staff will proceed to the designated flag pole on Library Drive. The schedule will be checked at that time to make sure everyone was able to exit the building. The Cudahy Fire Department will check with the staff on the status of the evacuation. Library staff should not return to the building if anyone is missing; the Fire Department will conduct the search.

The Library's fire extinguishers will put out a substantial fire. In the event of a small fire, staff can use the fire extinguisher while another staff member calls the fire department or pulls the alarm. If the fire is contained, the building will not be evacuated.

Health Emergencies

If a Library patron or staff member becomes injured or needs medical attention, the Library staff will dial 9-911 for medical assistance. Staff members will remain with the patron or co-worker until medical assistance arrives. Library staff will also locate members of the patron's family that may be in the Library, and in the case of a staff member, family members will be notified. Library staff will not administer first aid to the public and will not dispense medication, including aspirin, to Library patrons. Staff members will fill out the *Cudahy Family Library's Incident Report* form in the event of a 911 call for a Library patron. Employees must fill out the *Cudahy Family Library's Report of Employee Injury* form if they experience a health emergency or injury on the job. (Copies of these forms are included at the end of this policy.)

Power Failures

If the Library loses electrical power and it appears that the outage will not be fixed within 30 minutes, the Library Director or the Reference Librarian on duty will close the Library for a portion of the day or for the remainder of the day, depending on the circumstances. Library staff will lock the entrance doors after a power failure to protect the Library's collections. Patrons who wish to leave will be accompanied by staff members to the lobby of the building. If the power in the Library goes out in the evening, the staff will gather the patrons in the building around the Circulation Desk. Patrons wishing to leave will be escorted out of the building to ensure their safety and to prevent the theft of library materials. Patrons who wish to wait until a decision is made about closing must remain in the area of the Circulation Desk if the lights are off in the building.

Severe Weather

The Cudahy Family Library has a weather radio at each of its service desks. The National Weather/County Emergency Government agency has a tornado alarm horn that it uses as a signal when it is time for residents to seek cover. In the event of severe weather, the Library Director or the Reference Librarian on duty will monitor the conditions of the storm. In a tornado emergency, patrons will be escorted into the men's and women's bathrooms in the Library's lobby. When the public restrooms have reached capacity, the overflow will be taken into the Geiger Kitchen and the staff bathroom.

The Cudahy Family Library may close or postpone its opening during snowstorms that create hazardous traveling conditions. The decision to close the Library will be made by the Library Director or the Reference Librarian on duty.

Threats

Whenever the Cudahy Family Library receives a threat, it will be perceived as a real threat, and a response procedure will be initiated to resolve the matter in a safe and timely fashion. Threats could involve bombs, biohazardous material, or other hazards. The Cudahy Police Department should be called immediately if anything of a suspicious nature is found in the Library or on its grounds.

When a threatening call is received, the staff member should prolong the conversation as long as possible, filling out the *Questions to Ask When you Receive a Bomb Threat* form. (A copy of this form is included at the end of this policy.) When the caller hangs up, the staff needs to start the evacuation of the building by pulling the fire alarm and dialing 9-911. The overhead paging system will be used to make an announcement of the Library's closing. The message will inform patrons that the Library is closing due to "technical difficulties" and that they need to gather their belongings and exit the building as directed by staff.

As Library staff exit the building following the evacuation procedure, they should look for suspicious packages, backpacks, and laptops. The Cudahy Fire Department and Cudahy Police Department will meet the Library staff at the designated flag pole to retrieve information on the threat.