

# **Hawkins Memorial Library**

## **Emergency Policy**

### **Fire**

#### **La Porte City Fire Department - 911**

- At the first indication of smoke or flame, determine the location and the extent of the fire. If the fire can be contained safely and quickly, proceed to do so. (Do not attempt to fight fires larger than a waste paper basket.) There is an extinguisher near the front door. Instructions for use are on the extinguisher.
- If there is any doubt, immediately clear the building. Library staff will loudly notify all patrons of an emergency and direct them towards the clear exit. Patrons will evacuate and convene away from the building in a safe location.
- At this time library staff will call 911. Patrons and staff will remain at this location until directed to a different location by the police or fire officials.
- After all patrons have been evacuated and moved to a safe location and officials have arrived, the library staff person will contact the director (if not present), who will then notify the library board to apprise them of the situation.

### **Severe Weather**

- The library has a weather radio to monitor severe conditions. In the event of impending severe weather, damaging winds, or tornado, the staff will check conditions on the weather radio and Internet.
- The decision to close will be made by the director. If the director is not available, the staff on duty will make the decision.
- Children will be permitted to call for a ride home.
- If the severe weather is too close and it is not safe for patrons to leave, they will be advised to take shelter in the rear exit at the bottom of the stairs or in the restrooms. In this situation staff should encourage patrons to stay, but cannot force them to do so.
- Keep the front door unlocked to allow people entry to use the library as a safe haven.

### **Snow Storms/Severe Winter Weather**

- The Library Director will determine when to close in case of severe winter weather. The director must use her/his best judgment about opening the library after a snowstorm.
- If it is possible to make it in and stores in town are open, then open.
- If a storm starts during the day, stay tuned to news reports and close early if the weather advisory recommends people don't drive. Put the CLOSED sign on the front door.

## **Threatening Patron Situations**

**911**

**Dispatch – 319-342-2236**

**Office (Chief Brecher) – 319-342-2232**

- The safety of the staff and patrons is our first priority. In the event of dangerous situations, whether a patron threatens another patron or a staff member, call 911 on the landline.
- If you are not able to stay on the phone to talk to a dispatch person - set the phone down enabling the dispatch person to hear and report to the responding officer.
- In the event where the threatening person(s) have left the building call the dispatch number and report the situation to make police aware of the incident.
- If you are not sure if you should make a call for help, call.
- If unable to make a call get out of the building, or hide if possible, and call 911 as soon as you are a safe distance from the situation.

### **Active Shooter Situation Outside the Building**

- Lock the doors.
- Do not allow patrons to leave until an all clear is received from the police. Call the office to check or confirm if necessary.
- If it is safe to do so, station a staff person near the door to allow people from the street to enter.

### **Unsafe or Predatory Situation Outside the Building**

- Call police.
- Do not lock the door unless directed to do so by the police. People may need to enter and take shelter.
- Recommend that patrons remain in the building; however, we cannot require them to stay inside.
- Contact the police department for an update or all clear on the situation.

## **Safety/Bomb Threat**

### **911**

**Dispatch – 319-342-2236**

**Office (Chief Brecher) – 319-342-2232**

- The recipient of the threat (i.e., phone call, mail) should report to the staff member in charge.
- The staff in charge calls 911 to report the threat if the danger is immediate.
- The staff in charge evacuates the library, beginning in the magazine area and walking toward the front of the library.
- Do not be slowed down by people asking for explanation; answer questions when outside and away from the building.
- The staff member in charge consults with the police on how long the library should be closed.

## **Medical Emergencies**

### **Call 911**

- The library staff is not trained to administer first aid or any medication.
- The staff will call 911 and attempt to keep the sick or injured comfortable until medical help arrives.
- Staff will observe universal precautions and avoid contact with body fluids, including blood to the extent possible.
- Complete an Accident/Incident Report.
- When any care is given, document the name and address of the individual.
- Attempt to notify a parent/guardian if the person receiving care is a minor.

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