**Emergency Policy/Procedures for Staff**

Gathering area for staff will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make sure the Director is aware of the situation.

**FIRE:**

• Evacuate building using appropriate designated exits.

• If safe, assess the reasoning for the alarm.

* If you suspect a false alarm, go to the control panel in the electrical room and read the reason for the alarm on the panel.
* Silence and acknowledge alarm if deemed necessary.
* Reset the alarm.
* Reassess the situation.
* If there is a true emergency, follow up with the remaining protocol.

• Call 911.

• Do not attempt to put out fire yourself, extinguishers to be used for personal safety only.

• Report to the Fire Department/Responders location of fire and any possible citizens left inside the building.

• Allow people back into the building after it is cleared by the Fire Department and Director.

• Write up an incident report.

• Staff assembled by the outside drop boxes if safe for roll call and directions.

• We have 5 extinguishers. Make sure you know the location of each.

**EARTHQUAKE:**

• Take personal safety precautions - duck and cover.

• After shaking stops assess and evacuate if necessary.

* Severe shaking
* Visible damage
* Gas leak or chemical spill/leak
* Power outage
* Unsafe

• Use the safest exit.

• Watch for glass or hazardous conditions.

• Check for injuries.

* Call 911 if medical attention is needed.

• If evacuated, do not let anyone back in until cleared by the Fire Department and Director.

• Write up an incident report.

**ACTIVE SHOOTER:**

• Evacuate buildings or hide.

* Call 911.
* Staff will gather at Lamb's parking lot.
* Director and Police will assess conditions at the library.
* Write up an incident report.

**POWER OUTAGES:**

• Evacuate building if extended.

* If it's daylight, wait for 10 to 15 minutes.
* Inform those in the library that the library might close if extended.
* Check out is allowed, but follow CIRCULATION POLICY DURING DOWN TIME
* Keep the Director informed of status.
* Keep City Manager informed of status.

• Once power is back, check equipment.

• Allow people back into the facility once we are operating normally.

• If closed, put a sign in front doors.

* Shut doors, and put safety wood in the front door track.

**NATURAL GAS LEAK:**

• Evacuate building.

• Call 911.

• Contact city public works to turn off gas.

• Call Gas Company if directed.

• If evacuated, do not let anyone back in until cleared by the Fire Department and Director.

• Write up an incident report.

**CHEMICAL SPILL/LEAK:**

• Evacuate building.

• Call 911

• Allow people back into the facility once cleared by the Fire Department and Director.

• Write up an incident report.

**BURGLARY:**

• Cooperate and agree to all demands

• Call 911.

• Lock down buildings.

• Write down information, incident reports.

• Gather witnesses and encourage them to stay on premises until police arrive.

• Write up an incident report.

**ASSAULT/BATERY:**

• Call 911

• Check for injuries.

• Write down information, incident reports.

• Gather witnesses and encourage them to stay on premises until police arrive.

• Write up an incident report.

**BOMB THREAT:**

• Write down details as they are given.

• Evacuate building.

• Call 911

• Allow people back into the building after being cleared by the Police Department and Director.

• Write up an incident report.