

# **GERING PUBLIC LIBRARY EMERGENCY AND SAFETY POLICY**

## **Purpose of the Policy**

To provide a safe and healthy environment for patrons, volunteers, and library staff members.

To have a safe repository for library materials of all types.

## **Fire**

Do not panic, but do not under-estimate the potential danger to the public represented by a fire.

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

If the fire can easily be contained and extinguished quickly and safely by staff, proceed to do so. Staff should be familiarized with the type, location, and application of the fire extinguisher(s) in the building.

If there is any doubt about controlling the fire, staff should immediately call 911 and evacuate the building. If calling from inside the building dial 9-911.

Library staff should await emergency personnel at both entrances to notify them of the location of the fire and then gather as a group at the north entrance of City Hall.

## **Health**

Staff members should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual, the safety of the staff, and the potential liability of the staff member.

Unless certified, it is not advisable for the staff to undertake more than keeping sick or injured individual comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment as to what action is prudent and reasonable.

The 911 emergency number should be called immediately in the event of a serious problem. If calling from inside the building dial 9-911.

First Aid supplies are located in the break room. No medication, including aspirin, should ever be dispensed to the public.

Following an incident, staff should complete the City's Accident Report form and submit it to the Library Director and/or City Clerk.

## **Violent Act or Threat**

If you have reason to believe that your safety or the safety of others is threatened, report the situation immediately to the Gering Police Department and the supervisory staff.

### Violent Act

If you see a person acting suspiciously, someone violently threatening/injuring someone or a person with a weapon do not physically confront the person and do not block the person's access to an exit.

Keep away from the area and alert others to the danger.

Call 9-911 and provide as much information as possible about the person.

### Bomb Threat

If you receive a 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, or any other sounds that may indicate the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm or excited), accents, and speech impediments.

Immediately after the caller hangs up, call 9-911.

Evacuate the building.

## **Winter Storms**

The library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library patrons.

The library will follow the actions of the City of Gering during normal business hours. Otherwise, the Library Director will call a Library Board Trustee or the City Administrator to advise him/her of the situation. Maximum effort will be made to maintain regular library operating hours.

If a decision is made to close, the radio station in the area will be called to make the necessary announcement, and staff will post notices on all entrances.

Programs for all ages will be cancelled whenever the Gering School District calls off school because of inclement weather, whether or not the library closes.

## **Tornadoes**

When a tornado warning has been issued in the community, patrons must either leave the building or take shelter in the library's community room.

A radio and flashlight will accompany the group. An AM/FM radio, which will operate on both electricity as well as batteries, is located in the Director's office.

The main level of the library will close. If there is time, the gate will be closed and the west inside front door will be locked to protect library property.

The outside doors will remain unlocked to give access to the basement for anyone seeking shelter.

A person who wishes to stay in the entry way cannot be forced to take shelter elsewhere.

Once the warning passes, activity in the library may return to normal. If the warning is still in effect at closing time, staff should remain in the shelter area with patrons until it is safe to leave.

## **Power Outages**

The library may close after a one hour power outage, for safety of the staff and library patrons.

Assist patrons in evacuating the building.

There are flashlights located at the circulation desk and break room. Extra batteries will be kept on a shelf in the break room.