



Edgerton Public Library

101 Albion Street | 608-884-4511 | www.als.lib.wi.us/epl

Emergency Procedures Policy

The Edgerton Public Library is a public service institution, and every effort is made to maintain regular hours for the public. Although emergency procedures are rarely needed, to ensure the safety of library staff and patrons, it's important to have guidelines in place for emergency situations. *The top priority in all emergencies is the safety of patrons and staff!*

General Guidelines for any emergency:

1. Keep CALM!
2. Quickly gather as much information as possible including the location and nature of the emergency.
3. Evacuate the area if danger is imminent.
4. Call the appropriate emergency agency by calling 911. Stand available to direct them to the source of the problem.
5. Contact the library director if s/he is not present.
6. Depending upon the emergency situation, interview all patrons involved or witness to the incident and report to the emergency personnel and library director.
7. Staff should notify the Library Director of any emergency occurring at the library, as soon as it is feasible.

Procedures for 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

In the case of a bomb threat, keep the caller on the line as long as possible; ask specific questions about the location and detonation time of the bomb. Write down everything that is said and take note of any background noises. After the caller hangs up, call 911 and clear the building.

Elevator Failure

In the event that someone becomes trapped in the elevator, call for help. Do not attempt to pry doors open. Contact 911 and then contact KONE elevator emergency number (877-276-8691.)

Fire

If a fire alarm goes off, make a quick check to determine if the alarm was accidentally set off.

At the first indication of smoke or flame, determine location and extent of the fire. If the fire can be contained safely and quickly, proceed to do so. There are fire extinguishers located throughout the building. (Do not attempt to fight fires larger than a waste paper basket).

In the case of fire, evacuate the building immediately. Shout out to patrons and other staff; check the bathrooms, meeting room and stacks. Vacate the building as quickly as possible and call 911. Do not return to the building after evacuation. Staff and patrons will remain outside of the building until the fire department has issued an "all clear" to return.

Gas Leak

If a gas leak is suspected, evacuate the building. Once in a safe distance from the building, call for help. Call 911. Then calls can be made to our energy provider, Alliant Energy (800-255-4268), and to DPW (608-884-3321).

Health Emergencies

Library staff not certified in CPR and/or First Aid Training should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help arrives. Staff will observe standard precautions and avoid contact with body fluids, including blood to the extent possible. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. If needed, a First-Aid kit and non-latex gloves are available behind the circulation desk. An AED is located above the fax machine. Call 911 in the event of any serious problem. No medication, including ibuprofen, should ever be dispensed to the public.

Inclement Weather/Emergency Closing

The Library is a public service institution, and every effort is made to maintain regular hours for the public. With any inclement weather event, each staff member must use their own best judgment and consider their personal safety when deciding if they can make it to work or not. If vital equipment in the building fails, or when there is a general emergency, the library may close. This could be due to snow, ice, flooding, winds, or other conditions. Notices of such closings will be made on WCLO radio, WKOW, WMTV, and on the library Facebook page. The staff person in charge will contact the stations either by telephone or email. If the library closes

early, a sign will also be posted on the doors. When feasible, a contact person for groups scheduled to use the meeting room will also be notified.

The decision to close the Library due to inclement weather or during an emergency or catastrophe will be made by the Library Director. In cases where the library director is not available for consultation, the library employee in charge or on duty will make the decision.

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 basement. In this situation staff should encourage patrons to stay but cannot force them to do so.

Power Failure

If the electricity goes out, attempt to determine if this is specific to the library or there is a neighborhood outage. If specific to the library, notify DPW (608-884-3411.) If the outage is more widespread, attempt to determine if this is a short term power outage. Depending upon the time of day and the lighting in the building, determine whether patrons and staff can safely move about the building. If not, restrict access to the upstairs of the building. Patrons may drop books off at the circulation desk, but may not move around the building. Library staff that are scheduled to work should stay in the building for 2 hours or until dusk, whichever situation occurs first.

Threatening Situations

The safety of the staff and patrons is our first priority. In the event of a dangerous situation, whether an individual threatens another patron or a staff member, it is important to remove yourself from the situation by getting out of the building or hiding if possible. Call 911 as soon as you are a safe distance from the situation and/or building.

Tornado and Thunderstorms

If a tornado or severe weather WATCH is in place, staff will inform patrons in the library and let them know the procedure if the watch becomes a WARNING. If the warning/sirens are sounded in Edgerton, instruct everyone in the building to go to the designated shelter in the bathroom hallway. Staff members will attempt to do a final check of the library to determine that everyone is in the designated shelter. Adult patrons who do not wish to remain and take cover in the tornado shelter may leave at this time. Any patron under the age of 18 that is not accompanied by an adult will be strongly encouraged to take cover in the library. Attempts will be made to phone a parent or guardian. Persons should take shelter immediately and remain there until the danger has passed. Stay in the area until the all clear signal. Monitor the weather/storm on the radio. Library staff is required to remain in safe areas with library patrons for the duration of the emergency.

Employee Compensation in Emergency Situations:

1. Library employees are expected to report to work at scheduled starting times unless they are excused by the library director.
2. If an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation or personal days in lieu of time missed on that day or make up the

time missed within the work week. Sick leave and unearned vacation time may not be used for this purpose.

3. In the event that the library is closed:
 - a. Those individuals who did not report to work or left before the decision to close was made will use their vacation or personal time for their uncompleted shift.
 - b. Those employees who report to work but who are sent home early will be paid to the end of their regular work shift.
 - c. If an employee is advised not to report to work by their supervisor due to a closing, they will be paid for their full work shift.

4. In the event that the library hours are extended (or a staff member's shift is extended):
 - a. Individuals will be paid for their additional time in the building.
 - b. Overtime pay will be awarded for staff staying over 8 hours that day.

Library Materials

At the library director's discretion, due dates of library materials may be extended or fines may be waived for days when weather conditions warrant such an action.

Approved by the Edgerton Public Library Board
January 13, 2009; revised May 14, 2019.