

	Land O' Lakes Public Library
Title:	Emergency-Disaster Policy
Review Cycle:	Every 3 years or as Needed
Revision Approval Date:	Dec. 11, 2024

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 obviously be contained and extinguished quickly and safely by staff, proceed to do so. If there is any doubt about whether the fire can be controlled, immediately clear the building, then call 911. Library staff and patrons should gather in the back parking lot. Orient all staff and volunteers to this information.

Health Emergencies

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 can be obtained. However, the sick or injured person should be made comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement and do what is prudent and reasonable. There is an AED device located a few yards away from the circulation desk as well as in the lower level across from the restrooms. Even those without training can use this device in an emergency.

In the event of a serious emergency 911 should be called immediately. No medication, including aspirin, should ever be dispensed to the public.

Threatening phone call

1. Ask the caller to repeat the message and try to write down every word spoken by the person. Try to keep the caller on the line as long as possible. Ask questions such as:

What did you say?
Where is the bomb?
What time will it go off?
How do you know it will go off at the time?
What kind of bomb is it?
What does it look like?
Why did you put it here?

2. Pay particular attention to peculiar background noises such as motors running, background music and any other noises which may indicate from where the call originates. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
3. Have someone call 911 while on the line, if possible, otherwise immediately after the caller hangs up, call the police.

Inclement weather

When severe weather conditions exist, the director shall determine if the library should be closed. The director shall then call or email the president, or if not available another board member, to inform him/her of the decision. The library will post on the website, Facebook and hang signs on doors.

Tornado

If there is a tornado warning, move to the lower level, children's area. If there is not time to re-locate, take shelter under heavy furniture or counter. Stay away from windows and bookshelves. An evacuation plan will be posted by the entrance to the library.

Power Outage

All patrons must leave the library in the event of a power outage. Staff should assist patrons in evacuating the building. The library will not open in the morning if there is no power but will make every effort to open when power is restored.