

Wilson Memorial Library	Board of Trustees
	Approved: 2/22/2021
Disaster Policy	

## Disaster Policy

- I.) FIRE
  - a. Staff will not panic, but will not underestimate the potential danger to patrons or staff members on the grounds. At the first indication of smoke or flame, staff will immediately call 911 and clear the building.
  - b. Staff will be familiar with type, location, and application of fire extinguisher(s) in the building.
  - c. In case of fire, staff will quickly alert patrons in all areas possible and evacuate the building, keeping the patrons low to the ground.
  - d. All doors will be closed, if possible, to slow the spread of fire.
- II.) HEALTH EMERGENCIES
  - a. Staff will call 911 immediately in the event of any serious problem.
  - b. Staff will 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.
  - c. Without specialized training, staff is not advised to undertake any more than to keep the sick or injured patron comfortable and protected until medical help has arrived.
  - d. No medication, including aspirin, should ever be dispensed to the public.
- III.) BOMB THREATS
  - a. Staff will keep the caller on the line as long as possible. They will ask the caller to repeat the message and try to write down every word spoken by the caller.
  - b. If the caller does not indicate the location of the bomb or the time of possible detonation, the staff will ask for this information.
  - c. Staff will pay particular attention to peculiar background noises such as motors running, background music, and any other sounds which may indicate where the location from which the call is originating.
  - d. Staff will listen closely to the voice (male or female), voice quality (calm/excited), accents and/or speech impediments.
  - e. Staff will clear the building and call 911 once the call has ended. The police will handle the actual bomb search.
- IV.) SNOW & ICE STORMS
  - a. The decision to close will be up to the Library Director.
  - b. The Library Director will then contact the local radio station KCII and post a sign on the front door.
- V.) TORNADO
  - a. At the sound of the siren or indication of severe weather, the staff will direct patrons to the lower level restroom.

- b. Adult patrons will not be held in the building against their will; however, all patrons under the age of 18 years old, will be detained until the threat of dangerous weather passes.
- c. A portable flashlight and radio will be taken to the lower level by the staff.
- d. Patrons may leave the library building once the staff has determined that weather conditions have cleared.

VI.) LIGHTNING

- a. During heavy lightning and thunderstorms all computers will be shut down and electrical connections pulled.
- b. Telephone will not be used during a lightning storm and connections will be pulled.