

Disasters Policy

A) Fire

Do not panic, and do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Training on the proper use of fire extinguishers is available through the fire department. The staff will receive training on the proper use of fire extinguishers and review the proper use of them annually.

B) Health emergencies

Staff members 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 can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Ambulance/Police (911) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

C) Bomb threats

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 and any other sounds which may indicate where the location from which the call is originating.

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

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

D) Snow storms

The Library shall close for inclement weather. The Director and/or Library Board Chairman upon consultation with Independence law enforcement authorities shall decide this. In the event the Library is closed for inclement weather, the Director shall notify all employees and local and area radio and TV stations. When the Library is closed for inclement weather conditions, all full-time employees will be paid in the normal manner. In the event the Library is open and a scheduled employee is unable to get to work due to weather conditions, the employee may choose to take a day of vacation pay or make up the time.