

Reedsburg Public Library

Emergency Policy

Approved 2008-07, Updated 2015-05-11,

When emergency situations arise which interfere with the normal and safe operations of the library, staff will make decisions regarding closure or interruption of services based on the safety of library patrons, staff and the Library.

I. TYPES OF EMERGENCIES:

A. Severe Weather

1. When alerted of severe weather in the area, Library staff will monitor noaa.gov and local media to remain apprised of current and impending weather situations.
2. In the event of a severe weather warning the staff member in charge will notify patrons of the potential for the severe weather system to impact library operations.
3. In the event of a tornado or thunderstorm warning staff may close the Library to seek shelter. The lobby restrooms are the designated shelter area.
 - a. When closure occurs during the Library's regular hours of operation the exterior Library doors will remain unlocked so the public can seek shelter.
 - b. Access to computers, collections and seating areas may be restricted for the duration of the weather emergency
 - c. People may leave the building at their own risk.
 - d. No animals, other than registered service animals are permitted in the shelter area.

B. Snow Emergency.

1. If blowing and drifting snow, excessive cold, or large amounts of snow are anticipated, staff should be aware of changing conditions.
2. If the roads are becoming hazardous and storm warnings are issued, staff should consider closing the library.

C. Flooding.

1. If roads are becoming hazardous and flood warnings are issued, staff may consider closing the library.

D. Fire Emergency.

1. When the fire alarm in the Library is triggered, staff will investigate to determine if a fire does exist.
2. In the event of a fire, staff will contact the Reedsburg Dispatch at 608-524-2376 or 911.
3. Fire extinguishers are located near the family bathroom, in the storage room at the west side of the building, in the lobby area, the community room kitchen and behind the front circulation desk.
4. If there is a fire patrons will be evacuated through the front door and emergency exits as necessary.
5. The building will be cleared and entrances will be secured during the evacuation.

E. Medical Emergency.

1. Staff will assess the emergency, secure the scene to ensure the safety of staff and patrons, and provide First Aid as they are able.
2. If assistance is needed, a second staff member will call to request Ambulance or First Aid Assistance (524-2376 or 911)

F. Power Outage.

1. A power outage, in itself, is not an emergency. Staff will attempt to determine if the outage is limited to our building or a larger area.
2. If it is determined that an outage creates unsafe conditions for staff or patrons or will continue for an extended time, staff may close the Library.

G. Bomb/Biological Threat

1. If a bomb threat or threat of other attack on the Library or patrons is received, staff will attempt to get as information they can from the individual (where is bomb, when will it go off, etc.) and contact police.
2. If a suspicious package is noted in the library, staff will secure the scene to ensure the safety of staff and patrons and contact the Reedsburg Police Department for assistance.
3. Library staff will work with Police to determine the best course of action for evacuation or securing the premises to protect the safety of patrons and staff.

H. Gas Leak.

1. If a strong odor of gas is present, staff will attempt to find the cause and contact the gas company to report it if no cause or immediate remedy can be made.
2. If evacuation is determined to be necessary, staff will notify patrons and secure the building as necessary.

I. Violent or Threatening Patron

1. Harassing, threatening or violent behaviors are prohibited by the Library Acceptable Use Policy.
2. If patron behavior impacts the operation or use of the library by patrons or staff, the offending patron will be asked to cease the behavior and/or to leave the library.
3. The Reedsburg Police Department will be contacted in cases in which behavior poses a risk to safety or a continued interference with library operations.

J. Health Emergency

1. In the event of a declared health emergency, the recommendations of state and local health professionals, in combination with advice from city officials and relevant professional organizations, will be utilized to determine the best course of action for the Library.
2. If changes to hours or services are necessary for the safe operation of the Library, such changes may be made by the Director or designee and will be reviewed by the Library Board at the next regularly scheduled meeting.
3. A special meeting of the Board will be called if closure or restrictions will exceed seven days.

II. Closure due to Emergency

- A. In the event of an evacuation or closure due to emergency conditions, staff will notify the following:

Library Director

Library Board President

City Hall

WRDB

Reedsburg Utility Office

- B. Notice of closures under this policy will be made via local media channels as available, as well as via posting on the exterior library doors and on the Library website, www.reedsburglibrary.org

- C. In the event of closure under this policy, the Library will contact those with advance Meeting Room or Community Room reservations.

III. Emergency Recovery

- A. Loss of or damage to materials within the Library

1. Director will inventory the collections to determine the extent of damages.

2. Library Board will determine the course of action for repairing materials, reporting loss to law enforcement or insurance company as appropriate.
- B. Loss of materials outside the Library
1. For losses of library materials sustained by patrons due to emergency conditions, the Library will work with patrons to provide standard documentation for insurance and law enforcement reporting.
 2. Loss and damages should be reported within six months of the loss.