

EMERGENCY PROCEDURES & BUILDING EVACUATION PLAN

CITY OF BAYPORT LIBRARY

These policies are intended to assist the staff of the Bayport Public Library in responding to emergencies. In case of emergency the Library Director shall be notified immediately. If the Library Director is not available, the City Administrator will be notified. The President of the Board of Trustees shall be advised of the emergency as soon as it is safe to do so. The designated spokesperson regarding emergencies shall be the Director and/or the President of the Board of Trustees. Staff should refer all inquiries to the designated spokesperson.

Evacuation:

Unless otherwise directed, the evacuees should assemble in the Village Green. After an evacuation no member of the staff or public is to enter the building until advised to do so by the Fire Chief or Chief of Police.

Employees must not leave the site unless approved to do so by their supervisor, the Fire Chief or Police Chief (e.g. do not get in your car and drive away).

Fire:

If fire is observed or suspected, staff is to direct evacuation of the building. Fire extinguishers may be used by persons trained in their use to assist evacuation. Call 911 from outside the building.

Employees who have not been trained on fire extinguisher use should not attempt to put out any fire, but immediately evacuate.

Medical:

Staff response to a medical emergency (if a customer or employee is in need of medical attention) is to immediately call 911. Employees who are trained to administer CPR or use the defibrillator (AED) may assist in the situation, if appropriate, until help arrives. Under no circumstances should an untrained employee attempt to offer medical advice, attention, or medication. Any City employee trained in first aid is authorized, but not required, to provide first aid to anyone in need.

In extreme situations, staff members certified to do so may offer first aid assistance. In no case shall uncertified staff members offer medical advice, attention, or any medication. They may indicate that water, ice, and bandages are available (first aid kits are upstairs and in the staff room).

Any employee who sustains an injury at work must immediately notify his/her supervisor. If non-critical medical treatment is required, the supervisor may authorize another person to accompany the injured or ailing person.

Medical emergencies that involve shortness of breath or chest pains will be immediately referred to 911 or the emergency room.

Severe weather:

In consultation with Homeland Security and Emergency Management or other appropriate authorities (Fire Department), appropriate areas shall be designated and marked as shelter areas. Shelter areas are generally on the lowest level and away from windows and electrical panels.

The Library shall supply and maintain a suitable radio (NOAA approved) and spare batteries (line powered and battery powered) and, if warranted, designate a staff member to use it to monitor the weather.

If the severe weather/tornado warning siren is sounded or a severe weather warning is issued that includes the library building, building occupants shall be directed to immediately assemble in the designated and marked shelter areas (basement). If feasible, when the severe weather/tornado warning is lifted, normal library activities may be resumed. If resumption of essentially normal library activities is not feasible when the severe weather/tornado warning is lifted, the building shall be emptied and secured. The Library Director or highest level staff available, will make the call to resume activities.

Bomb threats and threats of a like nature:

These threats shall be taken seriously. If a threat is received, try to keep the caller on the phone as long as possible. If possible, while the caller is on the phone, signal another employee to immediately notify the Police Department and await further instruction. As soon as the call is disconnected, pick up the same line, get a dial tone (dial 9 or 99) and hit *57 on the phone. This will trap the phone number on the line to aid police in tracing the call.

Report as much information as possible, including any suspicious looking devices. Do not evacuate the building until the police direct you to do so.

If evacuation is called for, assemble in the Village Green.

After the evacuation, no member of the staff is to enter the building until advised to do so by the Chief of Police or Library Director.

Hostage situations:

The primary concern is for the safety of staff and patrons. It is important to keep the situation from worsening. To this end staff (and hostages) should not challenge the miscreant(s), rather they should try to remain calm and cooperate with them. This cooperation includes offering and providing access to and assistance with the telephone and FAX equipment. [The intent here is to establish communication between the miscreant(s) and persons with some skill in dealing with such situations.] Staff should work with the miscreant(s) to evacuate as many people as possible from the building. If possible, call 911 from outside the library, advise them of the situation, and proceed as advised.

Evacuated staff (and others) should be prepared to assist the police with information about the miscreants (number, names, descriptions, location in the building), type and number of weapons, hostages remaining in the building, and other requested information.

Natural gas leaks/Odors:

Strange odors may be unpleasant or irritating, but usually do not mean there is a health hazard. They should not be dismissed, however, as they can be very unpleasant and, if ignored, can result in panic. For strange odors, contact the Public Works Director.

A skunk-like odor may be from a gas leak.

If the odor associated with natural gas is detected -- Immediately, without using electrical devices (such as phones, computers, lights and electrical switches), direct the public and staff to evacuate the building. From a phone outside the building, call 911 and report the situation. Proceed as they advise. Xcel Energy must also be notified (1-800-895-2999).

Electrical problems:

In case electrical power is lost to the extent that essentially normal library business cannot be carried out, the building shall be expeditiously emptied of the public and secured. Emergency lighting will provide limited lighting for about one hour. Notify Xcel Energy (1-800-895-1999) of the problem and request assistance.

Damage to the facilities:

If the facilities are damaged to the extent that essentially normal library business cannot be carried out without endangering the public or staff, the building shall be expeditiously emptied and secured. The Library Director and/or Assistant Director shall be advised promptly. Failing that the President of the Board of Trustees shall be advised. If the building is damaged but essentially normal library operations can be carried out without endangering the public or staff, empty and secure the damaged areas and proceed with business.

At each phone station there shall be a list of current phone numbers for:

Emergency Services, Poison Control Center, Excel Energy (Electrical and Gas emergency), Library Director, President of Board of Trustees

Non-emergency situations:

Security system alarms are not emergencies. Heating or cooling equipment failure, loss of water, and the like may require that the library be closed, but are not emergencies.

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