

## **Emergency and Safety Policy**

### **South Sioux City Public Library**

(Approved by the City Council of the City of South Sioux City Feb 12, 2018)

#### **Fire:**

Do not panic, but 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, and then dial 9-1-1. However, if there is **any** doubt about whether the fire can be controlled, immediately call 9-1-1 and proceed to clear the building. The senior staff member shall decide on the safest evacuation route for patrons and staff. Move everyone to the back parking lot, or across the street and away from the building. Position staff outside of building so no other patrons can enter building. All staff and volunteers should be familiar with the type, location, and application of the fire extinguishers in the building.

#### **Health emergencies:**

Staff members should exercise caution when administering any first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the City of South Sioux City, Nebraska, the South Sioux City Public Library, and 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.

In the event of any emergency, dial 9-1-1, and report the nature of the emergency.

No medication, whether prescription or over-the-counter, including but not limited to aspirin, should ever be dispensed to the public.

#### **Bomb Threats:**

Telephone threat: 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, music and any other sounds which may indicate the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

**DO NOT** hang up phone after caller hangs up. Leave phone off hook and call 9-1-1 on another phone or phone line. Also if that phone has a display, copy down anything displayed.

Clear the building, moving everyone across the street away from the building. Upon arrival by law enforcement, they shall have command until they direct otherwise.

Written threat: If a bomb threat is received in writing, whether physical or electronic, immediately dial 9-1-1 and clear the building, moving everyone-across the street away from the building. If the threat is in written form, keep the handling of the written item to an absolute minimum. (possible prints/DNA)

Upon arrival by law enforcement, they shall have command until they direct otherwise.

**Inclement Weather:**

In case of inclement weather, such as tornadoes or severe thunderstorms, staff will alert the public and direct them to safe areas. The main library will be closed. Although adults cannot be forced to take shelter, they must leave the main library. They can wait in the restrooms, the foyer, or the café.

In case of unattended children, staff assumes “loco parentis” and directs them to the shelter. Senior staff member will check to make sure all patrons are out of main library area, lock doors and take emergency shelter bag with them to the shelter. (Emergency shelter bag will consist of a portable radio, first aid kit, flashlights, and batteries.).

During the winter months, the library may open late or close early when weather conditions present a danger to staff and/or patrons. The Library will follow the recommendation and actions of the City between 9:00 am. and 5:00 pm., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director. A press release will be sent so that closings will be announced by area media and “Library Closed” signs will be posted on the outside doors of the Library.

**Strange smells/possible gas leak:**

At first indication of suspicious odor, CAUTIOUSLY investigate the situation and determine if possible the location of odor. Senior staff member orders evacuation of library. Lock doors so other individuals cannot enter library. **Do not** turn out any lights.

After evacuation of the building and moving people across the street, away from the building, use your phone and call 9-1-1 and report the condition to the dispatcher.

**DO NOT USE YOUR CELL PHONE INSIDE THE BUILDING**

**Patron Unruliness or Illegal Activities:**

Library patrons are expected to conduct themselves in a manner which shows respect to staff and other patrons. Behavior which disrupts or disturbs others or destroys property will not be tolerated.

Staff members shall address a disruptive patron alone if they feel comfortable doing so. If they do not feel comfortable doing so, they may report the problem patron to the director

or approach the patron with other staff members. If the situation escalates or if the patron refuses to cooperate with the staff, the police will be called immediately.

The police will be called when a patron commits any illegal act in the Library or on Library property.

Patrons who remain on the Library premises after being asked to leave, or patrons who enter the Library during the time period in which they have been banned from the Library, may be subject to arrest and prosecution for trespassing.

Staff members will use email notices to the other staff to make them aware of patrons who are temporarily or permanently banned from the Library. Within two working days of any incident regarding dismissals extending beyond the same day, staff members will record in writing their version of the situation.

Patrons may appeal their punishment. Appeals must be submitted in writing one week prior to regular Library Board meetings and will be reviewed by the Library Director and members of the Library Board at the next regular meeting following receipt of the appeal.

Staff members will consistently follow all Library Policies especially the Library patron behavior policy and behavior penalties, the unattended child policy, and the Internet use policy.

(Approved by the Advisory Board, revised 9-13-2017)