

# Town of Indian Lake Library Emergency Procedures

## Environmental Emergencies

- **Fire**

- ***At first sign of smoke or flame library staff will do the following:***
  1. Call 911.
  2. Staff will check the building and evacuate all patrons and themselves using closest exits.
  3. Only if fire source is obvious and deemed localized, staff will use fire extinguisher to put fire out.
  4. Staff should gather at agreed upon location once building is cleared. Patrons unable to leave grounds independently should congregate with library staff until able to arrange transport.
  5. Notify director if not present.
  6. Notify library trustee president.
- **Library will always have at least 2 staff members present so emergency procedures can be shared and performed concurrently.**
- **Staff will undergo annual training to review emergency policies, practice evacuation drills, and refresh how to use fire extinguishers.**

- **Flood**

- ***If any part of the library building floods due to natural cause or facility malfunction, library staff will do the following:***
  1. Staff will check the building and evacuate all patrons and themselves using closest exits.
  2. Staff should gather at agreed upon location once building is cleared.
  3. Call 911 to report situation, if an emergency.
  4. Call town parks and recreation department to report the situation.
  5. Notify director if not present.
  6. Call town offices to notify of situation.
  7. Notify library trustee president.
- **Library will always have at least 2 staff members present**

so emergency procedures can be shared and performed concurrently.

- **Staff will undergo annual training to review emergency policies, practice evacuation drills, and refresh how to turn off water supply to library building.**

- **Severe Weather**

- ***Severe weather is defined as severe thunderstorm watch/warning, tornado watch/warning, and winter storm.***

- ***If severe weather is predicted once the library is open, staff will do the following:***

1. Staff will continually monitor radar and weather alerts via web and/or weather radio.
2. As updates occur, staff will follow emergency weather plan according to its nature.
3. Notify director of situation if not present.
4. Notify library trustee president.
5. Notify town offices of situation.

- **Severe Thunderstorm watch/warning**

- ✓ Staff will proactively shut down public and staff pc's.
- ✓ Staff will report a power outage to National Grid and ascertain if a restoration time is available.
- ✓ The library may remain open, at the director's discretion (in consult with trustees) unless power goes out for over 60-90 minutes, and depending upon restoration estimates.

- **Tornado watch**

- ✓ Manually shut down public and staff pc's.
- ✓ Staff will notify patrons of tornado watch and procedures for tornado watch.

- **Tornado warning**

- ✓ Manually shut down public and staff pc's.
- ✓ Staff will notify patrons of tornado warning and procedures for tornado warning.
- ✓ Staff will direct patrons to shelter in the restroom area (interior with no windows).

- ✓ Staff will turn off water leads to sinks and toilets in restrooms.
- **Winter Storm**
  - ✓ If already open, the library may close early, at the director's discretion (in consult with trustees) based on road conditions, parking lot conditions, snow accumulation, forecast.
  - ✓ The director will post early closure notice on library's website, social media, Sun Community News and Hamilton County Express websites, and NCPR.
  - ✓ Staff will post a closure sign at the library's entry upon leaving and locking building.
- **Library will always have at least 2 staff members present so emergency procedures can be shared and performed concurrently.**
- **Staff will undergo annual training to review emergency policies, practice evacuation drills, and refresh how to turn off water supply to library building.**

## Building/Facilities Emergencies

- **Power Outage**
  - ***If a planned power outage is announced by National Grid, staff will do the following:***
    1. Staff will locate and operate emergency hand held lights.
    2. Manually shutdown public and staff pc's.
    3. Staff will inform patrons of impending outage and escort to exits if they need assistance when outage occurs.
  - ***If an unplanned outage occurs staff will do the following:***
    1. Staff will locate and operate emergency hand held lights.
    2. Staff will report outage to National Grid.
    3. During daylight hours, staff will check building and help escort patrons to exits if they need assistance.
    4. The library may remain open, at the director's discretion (in consult with trustees) unless power goes

out for over 60-90 minutes, and depending upon restoration estimates.

5. If an unplanned outage occurs after dark, staff will check building and help escort patrons to exits prior to closing.
6. Staff will post a closure sign at the library's entry upon leaving and locking building.
7. Library director will announce early closure to SALS and on library website, social media, Sun Community News and Hamilton County Express websites, and NCPR.

- **System Failure (HVAC, water, sewer, etc)**

- ***A failure of any of building systems will be reported immediately to the Park and Recreation Department head, and the library director if not present.***

- ***Based on severity of situation, the library may close at the discretion of the director in consultation with P&R head, and library trustees. If closure occurs:***

1. Staff will follow directives from Parks & Recreation head.
2. Library director will announce any closure to SALS and on library website, social media, Sun Community News and Hamilton County Express websites, and NCPR.
3. Staff will announce any closure to in-person patrons and will check the building is empty of patrons.
4. Director will inform town hall of a closure and report situation.
5. Staff will post a closure sign at the library's entry upon leaving and locking building.

- **Vandalism**

- ***Building vandalism is defined as defacement and/or damage of the library building's interior, its exterior, its gazebo, or its grounds.***

- ***When vandalism is reported to or noticed by staff:***

1. Staff will notify director if not present.
2. Staff will notify head of Parks and Recreation Department to report situation and seek assistance.

3. If vandalism results in a hazard to human safety (broken glass, tipped shelving, etc) staff will evacuate patrons from that area and cordon off that area to prevent re-entry by public.
- ***Based on severity of situation, the library may close at the discretion of the director in consultation with P&R head, and library trustees. If closure occurs:***
1. Staff will follow directives from Parks & Recreation head.
  2. Library director will announce any closure to SALS and on library website, social media, Sun Community News and Hamilton County Express websites, and NCPR.
  3. Staff will announce any closure to in-person patrons and will check the building is empty of patrons.
  4. Director will inform town hall of a closure and report situation.
  5. Staff will post a closure sign at the library's entry upon leaving and locking building.

## Human Emergencies

- **Medical distress for a patron or staff member.**
  - Call 911 immediately to report situation.
  - Staff should stay with affected person until help arrives.
  - Staff will fill out incident form immediately once emergency is over.
  - Report incident to director if not present.

*Revised and Approved by Library Trustees January 19, 2023*

