

# EMERGENCY PLAN

## ACCIDENTS AND MEDICAL EMERGENCIES

1. Assess the situation as best you can and call 911 if necessary.
2. When situation warrants, initiate CPR if there is a qualified person near.
3. First aid should only be administered by trained personnel.
4. Get the name, address and phone # of the person(s) involved. If a child is involved, get name, address and phone # of parents.
5. Inform the Director of the circumstances, Director informs Board.
6. Complete a written incident report within 24 hours and submit it to the Director.

## PROBLEM PATRONS – DRUG AND RELATED PROBLEMS:

1. Stay calm. Do NOT argue with the person.
2. Listen and try to reassure the person that you mean him/her no harm.
3. Call 911 if situation warrants. Try to assess condition of problem patron, danger to him/herself, library staff and other patrons. Give as much information about circumstances, situation as possible – ie. name of person if known, location within library, etc. Stay calm.
4. Wait for police, ambulance, help to arrive.
5. Contact the Director, Director informs Board as needed.
6. Complete a written incident report within 24 hours and submit it to the Director.

## FIRE:

1. Keep calm and assess the situation.
2. Evacuate the building – Say EVERYONE IS TO EVACUATE THE BUILDING IMMEDIATELY BY USING THE NEAREST EXIT.
3. Wait outside for the fire department.
4. As soon as possible contact the Director, Director contacts Board.
5. Complete a written incident report within 24 hours and submit it to the Director.

## POWER FAILURE:

1. Determine if possible if the failure is only in the library or spread throughout a wider area.
2. If it is only the library check breaker boxes.
3. If it is necessary to call the utility company (AmerenUE) it may be necessary to find the nearest phone outside of the library.  
Identify yourself first, then tell them the library's location, what the problem is.
4. If power is not restored in 15 minutes clear the library – say “THE LIBRARY IS CLOSING IMMEDIATELY. PLEASE FOLLOW THE INSTRUCTIONS OF STAFF MEMBERS WITH FLASHLIGHTS – CAREFULLY PROCEED DIRECTLY TO THE MAIN ENTRANCE – DO NOT EXIT THE BUILDING THROUGH BACK DOORS.
4. Secure the building and wait for the utility company.
5. Contact the director, Director contacts Board as needed.
6. Complete a written incident report within 24 hours and submit it to the Director.

## ROBBERY:

If you are the victim of a robbery;

1. Do not argue with the person. Give them what they demand. Panic button should be used, if possible (Staff is aware of locations)
2. If you can, make mental notes about the person – male/female, how tall, hair/eye/skin color, any visible marks/distinguishing features, what kind of vehicle, any or all of the license #.
3. Call 911.
4. Notify the Director and Board President.
5. Complete a written incident report within 24 hours and submit it to the Director.

## TORNADO:

If you are concerned about weather conditions, listen to weather channel on radio and/or call:

Weather Bureau  
Police

If tornado exists:

Relocate the occupants of the building by announcing:

WE HAVE BEEN ADVISED THAT THE WEATHER SERVICE HAS ISSUED A TORNADO ALERT. PLEASE GO TO AREAS INTERIOR ROOMS, AWAY FROM WINDOWS AS POSSIBLE. YOU WILL BE NOTIFIED WHEN THE DANGER IS PAST.

Try to make the patrons as calm as possible until the warning is past.

## TELEPHONES OUT:

1. Check all extensions and lines to make sure they are all in the cradle.
2. Send a staff member to the nearest working phone and call the phone company, Co-Mo Connect (888) 256-9575.
3. Ask phone company approximate time service will be restored.

## FURNACE/AIR CONDITIONER OUT:

1. Determine if heat or air conditioning is out in all of the building.
2. Check main switch. If unable to determine cause and correct problem, call First Choice Mechanical for service. 569-2015.
3. Contact the Director, Director contacts Board.

## BROKEN WINDOW/GLASS:

1. Determine if anyone was injured. If so, follow procedure for ACCIDENT.
2. If it is not possible to get window/glass replaced promptly, cover exposed area with cardboard and or plastic using duct tape to secure it. If necessary get exposed area boarded up with plywood. Do not leave building unattended, even if it is time for you to go home. If necessary, the Director or some administrative staff will relieve you until the building is secured.
3. Notify Director, Director notifies Board.
4. Complete a written incident report within 24 hours and submit it to the Director.

## LOCKS BROKEN:

1. If you cannot lock an outside door, do not leave the building unsecured.
2. Contact the Director, Director contacts Board. If necessary, Director or some administrative staff will relieve you until the building is secured.
3. Make sure the rest of the building is secure.

**IN ALL CASES COMPLETE AN INCIDENT REPORT AND RETURN TO THE DIRECTOR WITHIN 24 HOURS.**

***Revised by Library Board of Trustees on December 9, 2021.***