

CLINTONVILLE PUBLIC LIBRARY
EMERGENCIES/DISASTERS POLICY

Date of Approval: January 16, 2002

Revised & Approved: February 19, 2003

Inclement Weather-

The Library may close (or postpone opening) when weather conditions exist making it highly dangerous or unwise for travel. The primary factor of any decision made will be the safety of the staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Clintonville Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the director (or senior staff member) will call a board member, preferably the Library Board president, to advise him/her of the situation.

If a decision is made to close or postpone, WFCL/WJMQ Radio Station will be called to make the necessary announcements. If the decision to close is made during the hours of 8:00 a.m. - 4:30 p.m. the City Administrator will also be notified. Hourly staff members unable to work on the assigned day will not be paid for hours missed.

Health Emergencies-

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person 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. The Rescue Squad (or 911) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Power Failure-

The library will be closed during a power failure and patrons already in the building will be asked to leave. Staff will continue to work with the available light and normal routine may resume when the power is restored.

Tornadoes-

When a tornado has been sighted within the community, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and ask them to proceed to the lower level. Patrons or staff unable to walk down the basement steps may seek shelter in the staff restroom. A radio and flashlight should accompany the group. Normal routine may resume when the all clear sign is given.

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Fire-

Staff should familiarize themselves with the type, location and application of the fire extinguishers in the building. If the building's fire alarms should sound, staff should investigate the situation to find out what is happening and where. Staff and patrons should evacuate the building immediately. If there is an indication of fire, the building should be evacuated and the Fire Department phoned. No one should re-enter the building until the all clear has been given by the Fire Department.

Bomb threats-

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, background 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.

When the caller hangs up, hang up the phone. After hanging up the phone, do a call trace by picking up the phone and dialing *57. Listen for a message stating that you have successfully activated Call Trace. Hang up and note the date and time. Call the Clintonville Police Department at 823-3117 to report the incident and notify them that you activated a call trace. Clear the building. The police will handle the actual bomb search.