

Emergency Procedures Policy

Inclement Weather/Emergency Closing

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where traveling is hazardous, when vital equipment in the building fails or when there is a general emergency.

The decision to close the Library during an emergency or catastrophe will be made by the Library Director or his/her designee and will be based upon:

1. General conditions of roads in LeClaire, IA.
2. Condition of the Library's parking lots and walkways.
3. Availability of staff to open and operate the Library.
4. Condition of the building's equipment.
5. Requests for closure by local or state agencies.

If an emergency situation occurs, the Library Director will make the decision to close the library. If the Director is not available, the Staff-Person-in-Charge will make the decision. Board Members and City Administration will be notified in a timely manner.

Whenever standard Library hours are changed, a notice will be posted on the doors of the library and in local media outlet **KWQC.com**. A telephone tree will be developed to inform staff members of the change. When feasible, a contact person for groups scheduled to use the meeting rooms will also be notified.

PROCEDURES FOR OTHER EMERGENCIES:

Fire

Patrons will be required to leave the building should the fire alarms go off or there is a fire in the building that for some reason does not set off the fire alarms. Staff & patrons will remain outside the building until the local Fire Dept. issues an "all clear" to return.

Tornado

In case of a tornado warning staff and all patrons who are able should go to the designated shelter area (Supply Storage Closet &/or Employee Restroom) until the warning is cleared. A radio and flashlight are to be kept in the designated shelter area to allow staff to monitor conditions. Doors to the facility should remain unlocked during a *severe weather warning* to afford accessible shelter to the public in need. Children who do not have their parents with them will be taken to the designated shelter area by library staff.

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 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.

The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Staff should notify Library Director of any emergency occurring at the library, as soon as is feasible.

Adopted by the LeClaire Community Library Board of Trustees 3/8/11