

EMERGENCIES, DISASTERS AND INCLEMENT WEATHER

Fire

Do not panic, but do not under-estimate the potential danger 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. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. Escort patrons to the basement of the Civic Center. Notify emergency personnel of your location.

The time to think about fires is before they happen. Familiarize yourself with the type and application of the fire extinguisher in the building.

- Front Door
- Youth Services Exterior Door
- East Wall of Teen Area (near bathrooms)
- Basement North Side Exterior Door
- Basement South Wall (near crawl space)

Health Emergencies

Staff members should exercise caution in assisting anyone with any complaint because of the potential danger of a lawsuit. Make the patron or staff member comfortable and protect from needless disturbance until medical help can be obtained.

911 should be called immediately in the event of a serious problem. At no time should staff members attempt to provide first aid unless certified.

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

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 noises which may indicate where the call is originating from. Listen closely to the voice (male, female) voice quality (calm, excited) accents and speech impediments. Press panic button and immediately after the caller hangs up, call the police.

Clear the building. Escort patrons to the New Richmond Area Centre (425 E 5th Street). Notify emergency personnel of your location.

Winter Storms

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

The Library will follow the recommendation and actions of the city between 8:30 a.m. and 4:30 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director. If a decision is made to close, we will post on library website, social media site and will if possible, post a sign on the front door of the building.

Tornadoes

When a tornado warning has been issued in the community, the Library Director and staff will advise the library patrons of the situation and will ask them to proceed to the basement of the Civic Center. A library staff member will accompany any patrons across the street and stay until the warning expires. Staff remaining in the library may proceed to the basement or the inner part of the library away from windows.

Physical Plant

In the event of any physical plant (plumbing, electrical or heating) problem that arises, efforts will be made to contact the City Maintenance Department. If Maintenance cannot respond within a reasonable amount of time, a local plumber, electrician, or power company may be contacted. If the problem is deemed to be a safety hazard that could lead to physical injury or extreme physical discomfort, or one that will interrupt the normal business operations for an extended period of time, the library will close. Every effort will be made to notify the public through posted notices, library website and social media.