

# **Sergeant Bluff Public Library**

## **Emergency Policy**

*This policy outlines protocol for emergencies of all kinds.*

### **EMERGENCY PHONE NUMBERS**

<b>Fire Department</b>	911	712-943-5000 (non-emergency)
<b>Police</b>	911	712-943-9603 (non-emergency)
<b>Library Director Mary Torgerson</b>	712-281-4210	
<b>City Hall Office</b>	712-943-4244	
<b>Electrician/Plumbing/Mechanical</b>	712-943-4244	

### **EMERGENCY EQUIPMENT**

<b>First Aid Kit</b>	Located at the circulation desk
<b>Flashlights</b>	Located at circulation desk and in space leading to the emergency shelter <i>Emergency lights come on when power is out; can be used as flashlights</i>
<b>Fire Extinguishers</b>	Located at circulation desk and by bathrooms
<b>Weather Radios</b>	Located at circulation desk and in Library Director's office

### **FIRE**

Upon discovery of a fire, library staff will ask patrons to exit the building.

If fire is in its early stages, such as a trash can or a small pile of paper, library staff will use the nearest fire extinguisher. If fire cannot be contained with a fire extinguisher, staff in charge will:

1. Evacuate the building immediately, doublechecking to ensure all patrons have exited.
2. Call 911!
3. Gather everyone in front of the Long Lines building across the street or another safe place based on the fire location.

If possible, the librarian in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke. No one may return to the building for any reason until approval is given by the Sergeant Bluff Fire Department.

## **MEDICAL EMERGENCY**

In case of a medical emergency, call 911.

## **SEVERE WEATHER**

In case of severe weather, library staff will monitor online and with weather radios.

### **Tornado**

A tornado WATCH is declared when conditions are favorable for tornadoes but no tornadoes have been sighted.

A tornado WARNING is declared when a tornado has been sighted in the area. The City of Sergeant Bluff's tornado siren will be activated. *(This sounds like the fire siren but will sound for three full minutes without stopping.)*

#### ***When the tornado siren sounds:***

1. Librarian in charge will notify patrons that a tornado warning is in effect.
2. Library staff will direct patrons to the designated shelter area.
3. Library staff will get the weather radio and flashlight and join patrons in the shelter area.
4. Everyone will remain in the designated shelter and wait for all clear.

### **Snowstorm**

Sergeant Bluff Public Library hours mirror the hours of the City of Sergeant Bluff offices.

If a snowstorm begins during the day, library staff will stay tuned to news reports, monitor information online, and use their best judgment about opening or closing the library.

Weather-related updates will be posted to local news outlets and social platforms for Sergeant Bluff Public Library and the City of Sergeant Bluff.

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