

**RADL Emergency Procedures Policy:** Policy stating the emergency procedures for the library.

**Emergency Numbers: Off-site services to be called in the event of an emergency**

- Fire Department –275-5229(or 911 for emergency)
- Medical, First Responders – dial 911
- Sheriff Department – 275-5101
- Northern Fire & Safety – 231-947-6035
- Charter Business is internet & phone – 1-800-314-7195
- Plumbing & geothermal – Steve Beardslee 989-275-5110

**Emergency Procedures**

All staff should know the location of all fire extinguishers, alarms, and exits.

**Medical:**

In case of a medical emergency, dial 911. Make them comfortable, and afterwards fill out an incident report.

**Fire:** Upon discovery of a fire, sound the alarm by pulling the nearest fire alarm and dial 911.

- If the fire alarm has already been pulled, the staff member in charge must check all areas of the building for signs of a fire. If there is any doubt, call 911. If there is no sign of fire, call Northern Fire & Safety – 231-947-6035 and ask them to turn off the alarm.

If a fire is in its early stages, such as a trash can or a small pile of paper, use the nearest fire extinguisher.

1. A staff member in charge will announce to patrons, "This is an emergency. Please use the nearest exit to evacuate the building.
2. If possible, the staff member in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke.
3. The staff member in charge should make an effort to see that everyone leaves, directing staff and patrons to exit the building as quickly as possible. Gather staff and patrons in the adjacent lot. Do not return to the building for any reason until approval is given by the Fire Department. Children under 14 must remain until all clear is given or a responsible person (14 or over) comes to claim him or her.

Fire extinguishers are checked every year by the Vanguard Fire and Safety, and serviced every three years.

## **Tornado:**

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted. A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado siren will be activated.

When the tornado siren sounds: A staff member in charge will announce to patrons, "A tornado warning is in effect for the area. This means that a tornado has been sighted. Please move down to the basement until the all clear signal is received."

1. Retrieve flashlight on lockers and proceed to the basement with people in the library.
2. If a **Power outage or blackout** has occurred, emergency lighting will engage. Find out if there is power to the rest of the building. If there is, advise the director. Follow their instructions to see if power can easily be restored. If not, evacuate the building and call the utility company, National Grid.  
Update 1/19/16: In the case of a prolonged power outage, the library shall close after 30 minutes. Once the library has closed it shall not reopen until the next business day.

**3.** If **vandalism** has occurred, DO NOT TOUCH ANYTHING until directed to do by authorities. CALL 911. After advising the library director or town supervisor, visually scan area and document what you can see.

**4.** If there is a **bomb threat**, IMMEDIATELY EVACUATE THE BUILDING, THEN CALL 911. While employee is on the phone with the caller, then fill out an incident form as soon as possible and notify the library director.

This policy will be reviewed and discussed annually with the staff.

Approved by the Roscommon Area District Library Board of Trustees: 1/19/2016