

Pentwater Township Library Emergency Procedures Policy

FIRE

At the first indication of smoke or flame, move as quickly and calmly as possible and direct patrons to exits. Assist handicapped patrons to nearest exits. All areas of the Library shall be checked to assure the building is vacant. If possible, keep in mind the number of people in the library for a headcount once out of the building. The senior staff member shall contact the volunteer fire department by calling "911" and shall explain the situation and give the information requested by the operator. Once out of the building, move away from the structure and assemble in an area near the Friendship Center to take a head count. Keep out of the way of emergency vehicles. Do not return to the building unless authorized by emergency personnel.

All members of the library staff shall note the locations of all exits (2) from the library building. Emergency exit signs shall be maintained at each exit.

All members of the library staff shall note the locations of the fire extinguishers placed in the Library. Based on the square footage of the building, a minimum of two (2) extinguishers shall be accessible in the Library at all times. These dry chemical extinguishers have the multipurpose A-B-C rating and can be used on all types of fires. All extinguishers shall be serviced on an annual basis. Library personnel shall be instructed on proper use of the equipment.

All heat/smoke alarms throughout the Library shall be checked on a quarterly basis to see if they are functioning properly.

MEDICAL EMERGENCIES

Staff members shall not administer first aid of even a minor nature because of the potential danger of a lawsuit and/or personal injury. However, the sick or the injured patron shall be made comfortable and protected from needless disturbance until medical help can be obtained. If a minor is sick or injured, an attempt shall be made to notify a parent or guardian. Since each case is unique, staff members shall use their own judgment to do what is prudent and reasonable.

Emergency services shall be called immediately (911) in the event of a serious problem. The Library Director or designee shall also be notified.

In the event of an accident or injury, an incident report shall be completed. If a member of the public or staff is injured in any way on library property, an incident report shall be completed and turned into the Library Director even if the person appears unharmed.

No medications, including all over the counter pain relievers, shall ever be dispensed to the public. Latex gloves shall be available on site for the protection of staff members.

SNOW STORMS

The Library is a service organization. Therefore, patrons expect the Library to be open even during inclement weather. Unless closure is authorized by the Library Director, designee or the Sheriff's Department declares emergency road closures, the Library shall maintain its regular hours. To keep the public informed, the staff shall post emergency closures on the Library website and on social media.

SEVERE WEATHER

In the event a tornado warning is issued, the senior staff member shall see that all patrons and staff take shelter in designated areas, including the tutoring room and both restrooms until the warning is canceled.

PANDEMIC

A pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. Although pandemics occur infrequently, planning and preparing for a pandemic is important to ensure an effective response.

The Library shall purchase approved facemasks and have these on hand for the staff. In addition, disinfecting cleaners, gloves for protection, as well as disinfecting wipes or cleanser shall be available. Staff shall be trained on how to dispose of the used gloves and masks. Instructions for how to maintain a sanitized area or field should be discussed with library staff and cleaning staff.

Decisions to modify hours of operation or closure of library facilities shall be made by the Library Director or designee and communicated through the normal procedure for closures.

UNINHABITABLE BUILDING

The Library Director or designee shall determine if it is necessary to close the Library because of unexpected problems, such as power failure, shutdown of the HVAC system, or lack of water, making the building unfit for use. To keep the public informed notice shall be posted at the entrance of the Library explaining why the Library is closed and, if possible, on the website and on social media.

DAMAGE TO COLLECTIONS

The Director shall create a list of consultants and conservators who can deal with the damaged formats. The list shall be referred to in the event of damage to the collection. Obtaining expert advice right at the beginning of a recovery effort can prevent mistakes and save valuable time.

POWER FAILURE

In the event of a power failure all staff and patron computer power sources shall be disconnected. The server will shut down automatically and does not have to be manually shut down unless the power surges on and off. Restart the computers once the power has been fully restored. The Library Director or designee shall determine if it is necessary to close the Library.

Approved by the Pentwater Township Library Board on May 19, 2020.