**Sergeant Bluff Public Library**

 **Emergency Policy**

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

Director, Tami Coil – 712-212-4584
Fire Department, Sergeant Bluff Fire Department, 911, Non-Emergency 712-943-5000
Medical, First Responders, 911, Non-Emergency 712-943-5000
Police , 911 or 712-943-9603
City Office, 943 4244
Electrician, call city office, 943 4244

Plumbing/Mechanical, city office – 943 4424

Emergency Procedures

First Aid kit – There is a First Aid kit at the circulation desk

Flashlight – the library has two emergency lights that come on when power is out, or can be used as a flashlight. One is plugged in at the circulation desk. The second one is placed in the main library.

**Medical**

In case of a medical emergency call 911.

**Severe Weather**

In case of severe weather, library staff will monitor via the internet or TV in the library. The TV will be tuned to local weather coverage.

**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. (The siren sounds like the fire siren, but will sound for a full 3 minutes without stopping). When the tornado siren sounds:

    1. The librarian in charge will notify patrons that a tornado warning is in effect, and direct where to go in the library for shelter. Shelter is in the bathrooms behind the library space.

    2. Take the weather radio and flashlight

3. Go to designated shelter and wait for all clear.

**Snow storm**

The director must use her/his best judgment about opening the library after a snowstorm.
   1. If school is cancelled, then library will not be open.
   2. If a storm starts during the day, stay tuned to news reports and go home before the storm makes driving dangerous.

**Fire**

Upon discovery of a fire, it will be announced for patrons to exit the building. (If the fire is in its early stages, such as a trash can or a small pile of paper, use the nearest extinguisher.)

 1. The librarian in charge will evacuate the building, and check rooms to ensure all patrons have exited the building, and call 911.

 2. 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.

3. The librarian 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 parking lot away from the building. Do not return to the building for any reason until approval is given by the Fire Department.

Revised 5/10/18