**Sergeant Bluff Public Library**

**Emergency Policy**   
  
Below are phone numbers for emergency and/or non-emergency services:

**Fire Department:**

* Medical and/or First Responders - 911
* Non-Emergency - 712-943-5000

**Police:**

* 911
* 712-943-9603

**City Hall & Offices:**

* City Hall Offices: 712-943-4244
* Electrician: 712-943-4244
* Plumbing/Mechanical: 712-943-4424

**Public Library:**

* Library Director - Tami Coil: 712-212-4584
* Librarian - Mary Torgerson: 712-281-4210

**Emergency Information:**

**Procedures**

First Aid kit is located in the library office

QUESTION: Do we have a flashlight that is stored in consistent location?

QUESTION: Do we need to add emergency lighting and/or purchase flashlight(s)?

**Medical**

In case of a medical emergency, call 911.

In case of severe weather, library staff will monitor via the internet or TV in the library.

The TV can be tuned to local weather coverage to monitor weather conditions.

QUESTION: Do we have an emergency weather radio?

ACTION: Purchase a digital over the air antennae for library TV.

**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 patrons to the storage room.

    2. Take the weather radio and flashlight to the storage room.  
 QUESTION: Can we acquire additional weather radio for storage room/shelter?

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

**Snow Emergency:**The director must use her/his best judgment about opening the library before, during or   
after a snowstorm.   
  
   1. If school has been cancelled, the library will not be open.    
  
   2. If a snow emergency is declared during the day, stay tuned to news reports   
 and go home before the storm makes travel dangerous.   
 Library closing(s) will be posted on Facebook.

**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 fire extinguisher. ACTION: Need to add the locations of fire extinguisher(s).   
QUESTION: How often are they checked, certified and refilled? Who ensures this is done?   
  
    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, direct 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: 09/16/2020 APPROVED: xx/xx/xxxx**