

## **Edward U. Demmer Memorial Library**

### **Inclement Weather and Emergencies Policy addendum - procedures**

Reviewed by Library Board: 09/2020

Approved: 09/2020

#### **HEALTH EMERGENCIES**

##### Individual emergency (medical, accident)

If it is determined that a person is experiencing a health emergency, the first responsibility of library staff is to alert emergency responders and/or call 911. No medication, including aspirin, should ever be dispensed to the public. Library staff should always rely on trained first responders or medical professionals to administer care.

All health emergency incidents will be documented by the library director as appropriate.

##### Infectious disease

In the case of a declared public health threat, the goal will be to remain open and offer as complete of services as possible without putting staff or the community at risk. Steps will be taken to mitigate that risk, and additional measures may be added as deemed necessary or advised by the county health department, Wisconsin Department of Health Services, the Centers for Disease Control and Prevention, or the National Institute of Health, or under guidance from the Wisconsin Department of Public Instruction or through Wisconsin Valley Library Service.

Procedures will be developed and implemented by the director in collaboration with health authorities as needed to respond to levels of health threat. These may include, but not be limited to:

- implementing disinfecting procedures per the infectious agent,
- requiring personal distancing or limiting the number of people inside the building,
- requiring face coverings or other personal protective equipment be worn by staff and the public in the building or during library programs as advised by health authorities,
- limiting or modifying the types of services available,
- screening those entering the building for symptoms of infection,
- up to closing the building to the public if the threat is deemed severe enough or if adequate staffing is not available to serve the public.

Any or all procedures will be reviewed based on the latest scientific and public health information available by the library board and library director and implemented by the director and library staff as appropriate.

#### **FIRE**

At the first indication of smoke or flame, library staff will investigate the situation to determine location and extent of the fire. Evacuation of library users is priority. The lift will NOT be used to evacuate the building. If the fire can obviously be contained and extinguished quickly and safely by staff, they will proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

Staff will be trained on location of fire alarm equipment and process for disarming the fire alarm in case of a false alarm.

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Immediately following a fire of any size, local law enforcement, fire department, or building maintenance personnel will be alerted, depending on need. The library director will document the incident and library board president will determine the necessity of reporting damage to the town offices for insurance purposes.

#### **SEVERE WEATHER ALERTS**

The library will monitor severe weather alerts via internet, smart phone, NOAA weather radio or other reliable sources.

##### Summer Storms:

In the case of a thunderstorm watch or warning, or tornado watch for the Three Lakes area, staff will monitor conditions for increased severity. Additionally, an announcement on the Public Address System will be made alerting patrons that reads: "The National Weather Service has issued a Severe Weather Warning. Threatening weather conditions may develop. If a tornado warning is issued, the library will require you to move to the lower level or leave the facility immediately." If the staff become aware of a tornado warning issued for the Three Lakes area, staff and patrons will proceed to the lower level hallway. If time does not permit this action, shelter will be taken in the main floor bathrooms.

##### Winter Storms:

In the case of a winter storm warning (ice or snow), the library will remain open as long as it is determined the safety of library staff and visitors can be maintained. The library will close if the Oneida County Sheriff's declares a snow emergency and restricts travel. Other closures will be determined per "AUTHORITY TO CLOSE".

#### **POWER OUTAGE**

If a power outage occurs in the building, emergency lights will activate. Library staff will investigate the cause of the outage to determine if it is a localized or widespread issue. If there is any threat to health and safety, library users will be evacuated. If no immediate threat is detected and it is believed the outage will be of short duration, the public may remain in the building per the discretion of the available staff.