

Emergency Procedures

- I. In the absence of the Library Director, the Person In Charge is required to initiate action in response to any emergency. The Person In Charge is designated as the Adult Services Reference Librarian on duty.
- II. Procedures In Case of Serious Injury
 - A. Call 911
 - B. Notify the family of the injured person, especially if a child is involved.
 - C. As soon as possible after the event, write down all pertinent details of the event including names and addresses of all involved. This “incident report” should be given to the Director for later reference if necessary. (See Appendix D for form.)
- III. Procedures in Case of Assault or Direct Threat
 - A. Call 911 or hit the emergency panic button at the Circulation, Reference or Youth Services Desks.
 - B. As soon as possible after the event, write down all the pertinent details of the event, including the perpetrators, if possible. This “incident report” should be given to the Director for later reference, if necessary.
- IV. Procedures In Case of Tornado or Violent Storm
 - A. 1. Upon hearing the warning siren, move all staff and patrons to the Austin Meeting Room, and notify the Fire Department that you are doing so. See Evacuation Routes above.
 - B. Lock the innermost set of automatic doors on the main level, and the doors leading to the Youth Services Department on the lower level.
 - C. Call the Fire Department at 366-1234 to determine when the all clear has been sounded. Remain in safety until the storm has passed.
 - D. We cannot force anyone to stay in the building, but we can insist that they move to a safe area if they stay in the library. Do not make anyone leave until it is safe, even if it is past closing time. If unattended children are present, make every effort to notify their families of their whereabouts.
- V. Procedures In Case of Fire
 - A. Call 911.
 - B. Evacuate the building (check all floors, washrooms, storage rooms, elevator, etc.)
 1. Special efforts should be made to assist handicapped persons to evacuate.
 2. Use all exits, including those on the lower level.
 - C. Fire extinguishers are located throughout the building. They should be used only if the fire is confined and you can do so without endangering yourself.
 - D. If time permits, close interior doors to prevent the spread of fire.

The designated meeting place is the metered parking lot directly across Des Plaines Avenue from the front of the library, wherever the term “designated meeting place” is used. All staff members should move there, and take any unattended children with them. The Person In Charge should make

sure that all staff have been evacuated, taking the master work schedule from the building to account for everyone, and notify the Fire Department of any person not accounted for. Once this has been accomplished, move everyone to Village Hall.

- E. Request the assistance of the Police Department in notifying the parents of all children.
- F. Notify the Library Director and the President of the Board of Trustees.
- G. Do not re-enter the building until cleared to do so by emergency personnel, and with the approval of the Library Director or the President of The Board of Trustees.

VI. Procedures In Case of Flood

- A. Locate and attempt to direct or stop the source of flooding. (See equipment malfunction procedures in Section IV.)
- B. If there is no water in the electrical room, turn off electricity at main disconnect if water level threatens to reach wall outlets. To disconnect electricity to selected areas, use the circuit breaker boxes. Call the Fire Department if uncertain about safety.
- C. Turn off main gas valve if water threatens the hot waterheater.
- D. Get materials that may be damaged off the floor, if possible.
- E. Notify the Library Director and President of the Board of Trustees.
- F. If time and emergency personnel permit, remove priority items from affected areas. (See list of salvage priorities in section VII.)

