

# XVIII. Disasters

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## A. Fire

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, 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, and evacuate to the emergency evacuation location at The Bloomer Area Aquatic Center.

## B. Alarms

If the fire or entry alarms of the library are activated during hours of non-operation the alarm company will attempt to contact the local dispatcher.

## C. Health Emergencies

1. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.
2. The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.
3. No medication, including aspirin, should ever be dispensed to the public.

## D. Bomb Threats

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
3. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.
4. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
5. Immediately after the caller hangs up, call the police. Clear the building and go to the emergency evacuation location, The Bloomer Area Aquatic Center. The police will handle the actual bomb search.

#### E. Shootings

Shout for everyone to get out of the building as you attempt to make your way out of the building to safety yourself. Make every attempt to contact the police via a 911 call as soon as practicable. The emergency evacuation location is The Bloomer Area Aquatic Center.

#### F. Power Outages

If the power fails for more than one hour, patrons must exit the building and the library must close until power is restored. Staff should call city hall after ten minutes without power.

#### G. Tornado Warnings

1. Staff members who will take flashlights with them must escort any patrons who are in the building to the restrooms. Staff and patrons must stay in the restrooms until the all-clear is sounded.
2. Patrons who are unwilling to follow this provision must leave the library premises until the all clear is sounded.
3. Please note that this applies only to tornado warnings and not tornado watches.

#### H. Inclement Weather

1. When adverse weather conditions make travel hazardous, staff members should use their judgment regarding personal safety and transportation to and from work. Staff members seriously concerned for their safety who choose not to travel to work, or choose to leave work before their shift is over should feel comfortable doing so after notifying the Director.
2. The Library will close for inclement weather at the discretion of the director. On school days the director will take the School District of Bloomer's closing decisions into consideration. The Library Director or the Director's designative representative will inform all scheduled staff of library closings.
3. Full-time staff impacted by an emergency closing must make up missed work time within the same pay period as the closing, or substitute accrued vacation, personal leave, or compensatory time, or request time without pay if all other leave accrual options are exhausted.