



OPERATING POLICY

EMERGENCY PROCEDURES

Fire

1. Respond to the instructions once you hear the fire alarm and voice message.
2. Call the Fire Department at 911 and report location of fire.
3. Get everyone in your department area out of the building. (The Librarian-In-Charge is responsible for evacuation of the entire building.)
4. All are to meet in the parking lot west of the Library.
5. Fire extinguishers, fire alarms and emergency exits are located throughout the building. Every staff member should know these locations.

Tornado

1. If a tornado siren is sounded, the Librarian-In-Charge should notify all people in the building and take them to the Lower Level.
2. Library users should be told that the siren has been sounded and that they must go to the Dierkes Community Room if they want to remain in the Library. Users may choose to leave instead.
3. The Librarian-In-Charge (who will listen to direct weather reports via the library's emergency radio) will notify everyone when there is an all clear and then ask people to leave the emergency safety locations.

High Winds

1. In the case of severe windstorms, window blinds, if any, should be closed, and people in the Library should be asked to move away from the windows.
2. The decision about whether the situation is serious enough to ask people to move to the Dierkes Community Room will be made by the Librarian-in-charge.

Power Failure

1. There are emergency battery-operated lights throughout the building. Emergency flashlights for use by the staff are located in each department.
2. In case of extended power failure, the Librarian-In-Charge will determine whether the building will be kept open.

Biohazard Safety Plan

Protective equipment located at or near all the public service desks will include:

1. rubber gloves
2. antiseptic agent
3. soap
4. first aid kit
5. closeable plastic bags for disposal of contaminated material
6. emergency guidelines (see below)

Follow these guidelines when helping any person with an injury or handling any material which is considered to be contaminated with blood or other bodily fluids. (Potentially infectious material is defined as the following human body fluids: saliva in dental procedures, semen, vaginal secretions, cerebral, spinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids.)



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1. Put on gloves before handling bags and containers that are left by patrons. Do not open or reach inside any parcels.
2. Put on rubber gloves before applying Band Aids or cleaning up after any accidents.
3. After you have finished, remove gloves and put them in the plastic bag provided for that purpose and deposit in a waste container.
4. Wash your hands immediately if you have been exposed to blood.
5. Notify the Facilities Manager and the library cleaning service to clean and disinfect any contaminated surface with an antiseptic agent.
6. Call 911 for any emergency situation.
7. Never supply medications (including aspirin) to anyone.
8. Report all incidents (via a *Internal Incident Report* form) involving exposure to blood or other bodily fluids to the Library Director or Librarian-In-Charge, Facilities Manager and the library cleaning service before the end of the work shift. The *Internal Incident Report* form should include names of the staff and victim, a description of the accident and a determination of whether an exposure incident occurred.
9. If you have been exposed to blood or other bodily fluids, notify the Librarian-In-Charge of the building who will refer you to a designated medical facility.

Librarian-In-Charge

Each Staff member must use his or her own best judgment about when to handle an emergency situation immediately and when to notify the Librarian-In-Charge. The Librarian-In-Charge will be determined in this order:

1. Library Director
2. Head of Reference and Reader Services
3. Head of Youth Services
4. Head of Young Adult Services
5. Head of Patron Services
6. Head of Technical Services
7. An on-duty Reference Librarian

Fire Alarm Troubleshooting Procedure

If the Police Department calls to say the Library's alarm system has gone into the trouble mode, the Librarian-In-Charge will follow these procedures:

1. Check the entire building for any signs of smoke or fire.
2. Call the La Grange Police Department (579-2334) and ask if the La Grange Public Library's alarm is still in the trouble mode or if it has reset.
3. If the alarm is still in trouble mode, the Police Department will take the Library's alarm out of service. Call Thomas Alarm System (1 (630) 553-4560) to report this.
4. If the Police Department takes the alarm out of service at their end, notify all staff that they must manually dial 911 in case of a fire.
5. Complete an *Internal Incident Report* and send it to the Library Director with a copy to the Facilities Manager.
6. If work is to be done in the Library Building that could emit a possible source of smoke or heat (i.e., soldering, welding), the Facilities Manager will notify the Police Department at 579-2334 and request that our alarm circuit be taken temporarily out of service.

Review of Emergency Procedures

New regular employees will be given an early orientation to emergency procedures, and there will be a review of these procedures at least annually at a general staff meeting. The Facilities Manager will plan and conduct these orientations and emergency drills.