

1. Emergency Preparedness Policies

a. In case of Weather Emergency

i. Tornado

- In case of a Tornado Warning: close building, unplug computers, put notices up on doors and evacuate the building if possible or seek shelter in the bathroom.
- If there is time, evacuate the building and advise patrons to find shelter, lock the doors and make sure the windows are shut.
- If there is no time, move patrons into either the bathroom or the backroom.
- Call the library director so that any damage can be assessed.

ii. Fire

- Do not panic, but do not under-estimate the potential danger to customers or staff represented by 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. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

iii. Flood

- In case of a Flood Warning: close library, put up notices, evacuate building and elevate books and other items if possible.
- Make sure that the water main/pump is shut off.
- If there is a leak, call a plumber and the library director. If there is a leak in the ceiling move library materials away from the damaged area.
- If there is an outside flood which threatens the library building, sand bag the building (time permitting), keep the doors closed, move materials off the floor, and unplug all electronics and shut off the breakers.

iv. Blizzard/Snow Storms

- If there is a Blizzard Warning: close the library, put up notices, unplug computers, and evacuate building.
- Closing will be at the discretion of the Library Director or an employee designated by the director.
- **If both Wayland Union and Hopkins Public Schools are closed due to weather conditions, the Dorr Township Library will also close.**