

EMERGENCY SAFETY PROCEDURES

Staff will be trained as needed with periodic fire extinguisher-use training, first aid training, online safety training, fire drills and emergency procedures.

STATEMENT OF POLICY

Library staff maintains the responsibility of directing/informing library patrons in the event of a general emergency, such as fire, earthquake or any other situational threat to the security of the public or public building.

Sulphur Springs Public Library and City of Sulphur Springs are equipped with a full scale security emergency system to provide effective response in the event of an emergency and the need to respond to an emergency evacuation.

While Sulphur Springs Public Library maintains a full scale building emergency defense system to facilitate effective response to major emergencies, library staff must know how to handle any type of emergency, with the inclusion of specific needs and requirements as pertains to an emergency evacuation of the building.

Requirements and guidelines

In the event of an emergency, library staff will be responsible for:

- Notifying the director/supervisor to report any and all the following: fire, smoke or emergency alarms, suspicious odors, weather advisories to include tornadic activity, wind advisories, flooding. (Fire/Police department shall be notified pending library director's approval, except in extenuating circumstances)
- Coordinate the appropriate emergency response to include: Instructional page announcement to inform patrons of emergency and emergency procedures; assist patrons in exiting premises and coordinate final scan of facility (special care should be exercised when assisting elderly and or handicapped patrons); operational shut down/lock down of all quadrants, cash drawer and safe (personal belongings) **SEE PAGE 4-5 FOR INSTRUCTIONAL ANNOUNCEMENTS.**

Inclement Weather Conditions

Severe weather (snow, ice, high winds, etc.) may necessitate a temporary closure of the library facility. In the event of inclement weather or conditions broadcast as severe weather based conditions, a public service announcement will be made to library patrons noting closure of the library facility, either completely or for a temporarily assigned time frame or duration.

TEMPORARY BLACKOUTS

1. In the event of one temporary loss of power (lights off then immediately back on), patrons will be asked to come to the front desk of the library to wait for the lights to reset. Staff will use flashlights until main lights have reset and then reboot all public computers.
2. In the event of a second temporary loss of power (lights off then immediately back on), patrons will be asked to come to the front desk of the library to wait for the lights to reset. Staff will use flashlights until main lights have reset and then reboot all public computers.
3. In the event of a third temporary loss of power (lights off then immediately back on), patrons will be required to proceed to the main library doors and exit the facility immediately. Patrons will not be allowed to perform any business or library service transactions. The library will close pending confirmation from Director, Supervisor or city offices.

POWER FAILURES

In the event of a power failure, patrons will be asked to come to the front desk of the library to wait. In the event the failure lasts at least 15 minutes, patrons will be required to proceed to the main library doors and exit the facility. Patrons will not be allowed to perform any business or library service transactions. The library will close pending confirmation from Director, Supervisor or city offices.

FIRE

The Sulphur Springs Public Library is equipped with an automatic fire alarm system. Staff will be responsible for evacuating their area, and may be held personally liable for a failure to evacuate. Once a fire alarm has sounded, do not re-enter any area of the library until emergency safety personnel have given a message that the building is safe for re-entry. The Sulphur Springs Public Library does conduct fire drills and is aware of all standard procedures. When evacuating, take your personal belongings with you, and turn your computers off before leaving, if time permits.

In the event of a fire in a highly volatile area such as the employee workroom or kitchen, employees should take precaution and do the following:

- Make an attempt to extinguish or localize small-scale fires with the nearest halon extinguisher. Inform nearest personnel of situation and have them contact local fire department immediately. Block area off from all traffic or entry, secure and exit area.

In the event that a fire alarm sounds in the library while patrons are present, existing personnel should do the following:

- **MAKE EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (FIRE)**
- Instruct patrons to immediately exit the building via the nearest exit.
- Persons with physical disabilities and children will be evacuated first.
- Exit the workroom and break room (kitchen) areas.

- A senior staff member will make an all points check of the facility to ensure all staff members and patrons have exited the library, if possible.
- Wait for an all-clear message from fire safety professional before re-entering the building.

SEVERE WEATHER

The Sulphur Springs Public Library is designated to be a severe weather shelter in event of a severe weather threat.

The Sulphur Springs Public Library will be provided a severe weather warning from the City of Sulphur Springs and Hopkins County severe weather warning system.

- A severe thunderstorm/tornado WATCH indicates that conditions are favorable for the formation of a tornado or thunderstorm with winds of 58 m.p.h. or greater.
- A severe thunderstorm/tornado WARNING is issued when severe thunderstorms have developed in the area or a tornado has actually been sighted in the reporting area. Shelter should be sought indoors, away from windows during a severe storm/tornado warning issued for Hopkins County.

Staff should take the following precautionary measures:

- **MAKE EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (Tornado or Flood)**
- Each staff member should secure a flashlight and begin to check perimeters for lingering patrons
- Make announcement as soon as possible. Inform patrons of situation and request that they gather at Circulation desk; allow those patrons an opportunity to leave who desire to do so.
- (Depending upon extent of weather conditions and disaster, internal shelter may be necessary for all remaining persons) **INTERNAL SHELTER in the library is the staff work area hallway and bathroom and Director's office.**
- Shutdown all electrical equipment (includes: computers, printers, faxes and copiers).
- Monitor weather bulletins and broadcasts for latest severe weather information.

The Hopkins County warning sirens use a steady tone to indicate a severe weather warning (a rise fall tone is used for an attack warning). Both tones are tested on the first Wednesday of each month, unless there is a threat of severe weather.

OTHER EMERGENCY SITUATIONS & RESOURCES

MEDICAL EMERGENCY

Should a patron or staff member suffer a medical emergency, assistance can be summoned by calling 911. Sulphur Springs Paramedic Unit will provide transportation to the nearest emergency room, if necessary. Please take every precaution to follow procedures in a medical emergency. Do not move an injured patron. Should a patron become immobilized contact local paramedics immediately and wait for their arrival. Be sure to complete an incident report pertaining to the emergency situation as soon as possible. A copy of this document should be forwarded to the director by normal business

hours the next work day. In addition, a hard copy of this document should also be placed in the Incident Report Log located at the Circulation Desk.

THEFT

In the event that a staff member or patron is the victim of a theft (or other non-violent crime), contact the Sulphur Springs Police Department at 903-885-7602.

WORKPLACE VIOLENCE & VIOLENT CRIME

Although, workplace violence and violent crime is not a frequent occurrence, precautions should be considered and taken. For more information, contact the Crime Prevention Unit at 903-885-7602.

Should a violent event occur in the library, report this incident to supervisor or senior staff member. It will be at the discretion of the supervisor or senior staff member to call 911. However, please keep in mind that 911 is only to be used in the event of an emergency, otherwise call the Sulphur Springs Police Department at 903-885-7602.

BOMB THREATS & SUSPICIOUS PACKAGES

Receipt of a bomb threat is a felony and should not be taken lightly. If you receive a bomb threat, write down exactly what was said as soon as possible. If you have a display phone, note the number the call was received from.

If you receive a suspicious package, or locate a suspicious item, do not move or open the item. Clear employees and patrons away from the immediate area, and lock the area. Meet the responding police officers outside. For more information contact the Sulphur Springs Police Department at 903-885-7602.

- If you should receive a bomb threat, a suspicious package, or locate a suspicious item, contact the SS Police Department immediately by calling 911. **MAKE EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (Bomb threat)**

EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (Fire – all exits available)

Ladies and gentlemen, boys and girls, an emergency evacuation of Sulphur Springs Public Library had been initiated. Please gather your personal belongings and proceed to exit the library through the front exit of the building. A library staff member will be standing at the exit to assist you out of the building. It is imperative that you move as quickly as possible and remain out doors until further notice. (Patrons should be at least 20 feet from the main entrance of the building) Thank you.

EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (Fire - front exit blocked)

Ladies and gentlemen, boys and girls, an emergency evacuation of Sulphur Springs Public Library had been initiated. Please gather your personal belongings and proceed to the nearest safe exit and move away from the building. A library staff member will be standing at the exit to assist you out of the building. It is imperative that you move as quickly as possible and remain out doors until further notice. (Patrons should be at least 20 feet from the main entrance of the building) Thank you.

Except in the event of a fire drill all unplanned emergencies should be reported to the director and followed up with an email, along with a hard copy summary of the incident which should be logged in the Incident Reports binder.

EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (Tornado/Storm/Flood warning)

Ladies and gentlemen, boys and girls, the National Weather Service has issued a Severe {Tornado/Storm/Flood} warning for Hopkins County until XX pm. Please gather your personal belongings and proceed to the nearest safety zone and move away from the windows. A library staff member will be nearby to assist you, if necessary. It is imperative that you move as quickly as possible and remain in this zone until further notice. Patrons should be at least 5 feet from all windows and doors.

EMERGENCY INSTRUCTIONAL ANNOUNCEMENT (Bomb threat)

Ladies and gentlemen, boys and girls, an emergency evacuation of Sulphur Springs Public Library had been initiated. Please gather your personal belongings and proceed to the “nearest safe exit” and move away from the building. A library staff member will be standing at the exit to assist you out of the building. It is imperative that you move as quickly as possible and leave the premises. (Patrons should be at least 50 feet from the main entrance of the building) Thank you.