



Severe Weather and Emergency Policy

Purpose

The Orange City Public Library Severe Weather and Emergency Policy establishes expectations and guidelines for the safety of staff and library users during a weather crisis. It also provides for securing library property, and minimizing damage is predicated on the safety of responders.

Policy

The Administrative Librarian is responsible for determining when to close or delay the opening of the library. Notifications and cancellations will be posted where possible.

Active Shooter

In the event of an active shooter, law enforcement will be contacted. At no point will a library employee put his or her safety at risk by trying to search the building. Emergency evacuation procedures will be activated.

Bomb Threat

In the event of a bomb threat, law enforcement will be contacted. At no point will a library employee put his or her safety at risk by trying to search the building. Emergency evacuation procedures will be activated.

Elevator Entrapment

In the event of an elevator entrapment, Otis Elevator Service will be contacted. At no point will a library employee put his or her safety at risk by trying to free the passengers. Staff will remain in contact with passengers and follow the directions of Otis experts as long as safety is not compromised.

Fire

The fire alarm system is activated at the first detection of smoke. The library staff will clear the building, guiding patrons to the safest emergency exit. At no point will a library employee put

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his or her safety at risk by trying to search the building or extinguish a fire. Emergency evacuation procedures will be activated.

Hazardous Materials Event

In the event of a hazardous materials event in the community, library staff are to follow instructions of local emergency personnel and shelter in place if directed. Shelter in place protocol is to be enacted.

Medical Emergency

In the event of a medical emergency, library staff will call 911 for emergency services. Staff will clear the area so that first aid can be administered, the safety of persons in the library is prioritized, and emergency personnel can react expediently.

Snowstorms

The library will close or delay opening when weather conditions make it difficult for travel. When school closes early due to inclement weather, after school programming will be cancelled. When school has a late start, morning programming will be cancelled.

Tornados

In the event a tornado warning is issued, or sirens are sounded, staff will inform patrons of the warning and direct them to shelter. Once informed, patrons are personally responsible for their own safety.

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