

Emergency Closings and Evacuation

Our mission as a public library is to remain open unless an emergency situation exists.

In the case an emergency presents itself, the senior staff member present will do the following:

1. Remain calm.
2. Contact the proper authorities by calling 911.
3. Notify patrons over the intercom system or in a loud voice that the library will close immediately and all patrons must be evacuated now.
4. Direct staff to man appropriate exits and assist in patron evacuation.
5. Notify patrons one last time and direct staff to leave as the senior staff leaves by the appropriate exit.
6. To facilitate evacuation, a map listing doors and routes will be posted in break rooms and other areas in the building.
7. In all cases of emergency library closing, staff will try to notify parents of unattended minor children before contacting the police.
8. If the library is to remain closed for a length of time greater than one hour, the local television and radio media will be notified of the closing. If the closing is for longer than a day, the newspaper will be notified.
9. Notify the Technology Coordinator to record message on the phone system.