

<p style="text-align: center;">Town Hall Library Policy Manual</p>	<p style="text-align: center;">Emergency Closings & Safety Policy</p>	<p>Issued: 2000 Revised: April 2013 Reviewed: February 2021</p>
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The Town Hall Library will remain open during all regularly scheduled hours unless severe weather conditions, building mechanical or utility issues (Heating/Air Conditioning), inadequate staffing (less than 3 staff) or a safety issue warrants the closing of the facility to the public and/or staff.

The decision to close the library due to emergency will be at the discretion of the Library Director or his/her designee, and depends upon the following:

- General conditions of the roads in the North Lake area/ local schools closed due to weather
- Availability of staff to open and operate the library (The decision to close the library will be made in certain conditions such as the required number of personnel not available to work).
- Condition of building equipment/operating systems
- Requests for closure by local, county or state law enforcement agencies

Depending on the circumstances, the Library Director or designee will decide if the staff may continue working when the facility is closed to the public, will be sent home or will be instructed not to report for their scheduled shift. All scheduled staff will be paid for their scheduled hours that day if the library closes for an emergency.

Health Emergencies

The Rescue squad (911) should be called immediately in the event of a serious problem.

Staff members should exercise caution when administering first aid of even a minor nature because of potential liability and possible further harm to the victim. Keeping the sick or injured person comfortable and protected from disturbance until medical help can be obtained is advised. An Accident/Incident Report Form (see Appendix/copies kept/filed at circulation desk) should be filled out as soon as possible.

No medication should be dispensed to the public.

Fire/Explosion/Gas Leak

In the event of a fire, explosion or gas leak, fire alarms activate in an area that is safe. Evacuate building and only use fire extinguisher if you can without putting anyone at risk. Do not operate any electrical switches, particularly in the case of a suspected gas leak.

Smoking in the library is strictly forbidden.

Bomb Threat

Engage caller and write down exact statements. Try to get assistance from other staff while on the phone. Try not to interrupt the caller, but ask the following questions:

When is the bomb going to explode?
Where is the bomb? What does it look like?
What kind of bomb is it?
What will cause it to explode?
Why are you doing this?
Who are you? Where are you calling from?

Leave the phone off the hook after the caller hangs up, as law enforcement can better track the call. Immediately after the caller hangs up, clear the building. Once outside the building, call 911 using the cordless phone or personal cell.

Wait for authorities to handle the bomb search. Once all clear is given, return to the building and fill out an Accident/Incident Report Form.

Threatening Behavior/Weapons on Premises

Call 911. Try to isolate/separate the uncooperative person and evacuate the area/room. Once law enforcement has contained the situation, fill out an Accident/Incident Report Form.