

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa
EMERGENCY PROCEDURES POLICY

In case of an emergency, call 911. If possible, use paging system to notify of patrons of type of emergency. Meeting room, bathrooms and Kinne wing need to have someone notify patrons using those areas if at all possible. Ask all patrons to come to circulation desk or to leave the building.

FIRE: In case of fire, evacuate the building immediately. Check all areas of the library including the meeting room and bathrooms. Call 911. Fire extinguishers are located by the entrance to the library, the meeting room entrance and the emergency exit to the North. Fire alarms are located in the furnace room and the book drop room.

TORNADO: If you are working at the library and the Emergency Alert system warns with the siren for a sighted tornado, alert all patrons immediately and give them a choice to leave or take cover. If time, please post a sign and switch the open sign to closed, but **DO NOT** lock the building if you stay inside. You have two choices:

- 1) We have a key to the front door of City Hall, and you can immediately lock the library up and go to the basement of City Hall. Please post the appropriate sign which will inform people that you have evacuated to City Hall.
- 2) Move to the inner portions of the library. The rooms that have no outside walls are the men's and women's bathrooms, staff bathroom and break room and kitchenette. Try to take a cell phone with you if you have one. If you are uncomfortable, call the business number of the police department (733-2646) and tell the person or the machine who you are, where you are and how many people are with you. 911 is the other choice which will dispatch emergency assistance.

GAS LEAK: Evacuate the building immediately and call the gas company from a phone outside the library. Our gas service is provided by Black Hills Energy and their emergency number is 1-800-694-8989

BOMB THREAT: In case of a bomb threat, evacuate the building, lock the door and call 911.

MEDICAL EMERGENCY: Call 911 and use basic first aid techniques as needed. If there is blood or fluids present, plastic gloves are located in the workroom area. Do not begin assistance until those are in place. Hard candy is available in the staff drawer by the sit down station, and in the medical kit for seizures or diabetics.

FLASHERS: Call 911 for police help. Be able to identify the person.

PROBLEM PATRONS: If you feel you are at risk from a patron, call the non-emergency number for the Story City police, or a board member or other staff. The non-emergency number for the police is 733-2646 for the office. If you get an answering machine, contact Story County dispatch non-emergency and they will locate a local officer. That number is 733-4305.

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