

Emergency Policy

Introduction

The Walter E. Olson Memorial Library strives to be a safe place for our patrons and staff should an unforeseen disaster occur. To ensure readiness in the face of the unexpected, this plan has been formulated to cover basic readiness and response steps. Topics are listed in alphabetical order to aid in quickly locating information in the event of an emergency. Safety maps – including the location of evacuation exits, fire extinguishers, and first aid devices – can be found as an addendum to this policy.

Active Shooter/Violent Intruder

Staff should take any and all action needed to preserve life.

When safe, dial 911 for police. If possible use the phrase “active shooter.” Leave line open if you cannot talk. YOU CAN ALSO TEXT 911.

REMEMBER:

Run

- Take people with you as you go
 - Go around corners and out of sight;
 - Use fire exits and set off the alarm:
- Get out of the building
- Let as many people know as is possible
 - Pull fire alarm
 - Use your voice!

Hide

- Lock doors between yourself and the threat:
- Make sure you cannot be seen – keep still;
- Stay quiet – silence your cell phone!

Fight

- If all else fails and you have no other options
 - Fight as hard as you can;
 - Work together with others if possible;
 - Use whatever tools you have available.

Bomb Threats/Phone Threats

If a bomb threat is received by phone, listen carefully to the caller and take note of all information given. Simultaneously notify other staff member to begin evacuation and call 911. Staff should keep the caller on the line as long as they can. Staff should ask the caller to repeat the message. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK.

If the threat is made digitally by email, social media, or other means, staff should not respond to the threat. Staff should call 911, take a screen shot (if able), and immediately evacuate the building.

If a suspicious package is found and a threat is suspected, staff should clear the building and call 911 as soon as possible.

Extreme Weather Conditions

OML may close due to extreme weather conditions. Please see our Emergency Closing Policy for more information.

When a tornado watch alert is issued, library staff will advise library patrons of the situation. If the alert elevates to a tornado warning, library staff will direct patrons to the basement or to a bathroom, depending on the ability to navigate stairs. A weather radio will accompany the group. Normal routine may resume when the all clear sign is given.

Fire

There are 3 fire extinguishers located in the Library, one in the main East lobby, one by the staff door, and one by the emergency exit at the North end of the building. All staff will be familiar with the locations and how to use them. Staff shall maintain a 3-foot clearance surrounding the fire extinguishers.

At the first indication of smoke or flame staff will investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by a staff member, they should proceed to do so.

However, if there is any doubt about whether the fire can be controlled, immediately clear the building using the closest exits and call 911. The building is equipped with several fire alarm pulls (see safety maps), which can be used to activate alarms and aid in evacuating the building.

If practical and safe, library staff should check all areas of the building to help ensure that all patrons are evacuated. At no point should staff put themselves at risk trying to search the building or extinguish the fire.

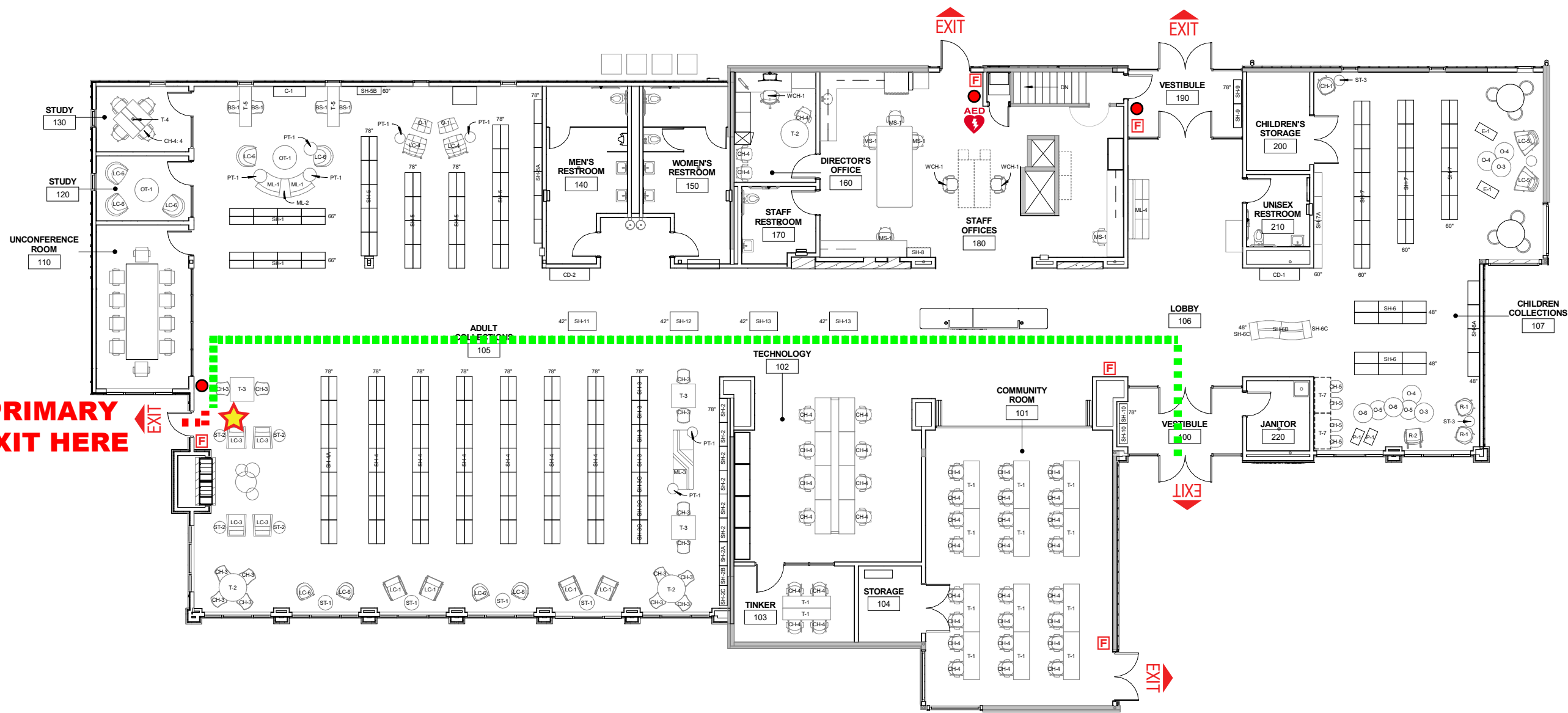
The building also uses a fire alarm monitoring system, which should trigger alarms and alert the fire department in the event of a fire.

Medical Emergencies





Staff should call 911 immediately in case of medical emergency, even if the patron refuses assistance. This can include loss of consciousness, severe pain, and or blood loss. Staff may then focus on keeping the individual comfortable and calm and/or offer first aid, including use of AED or administration of Naloxone as appropriate/advised by emergency services.




Power Outages

In the event of power outages, staff will notify Eagle River Light & Water. Long-term outages that impede normal operations may result in the closing of the Library.



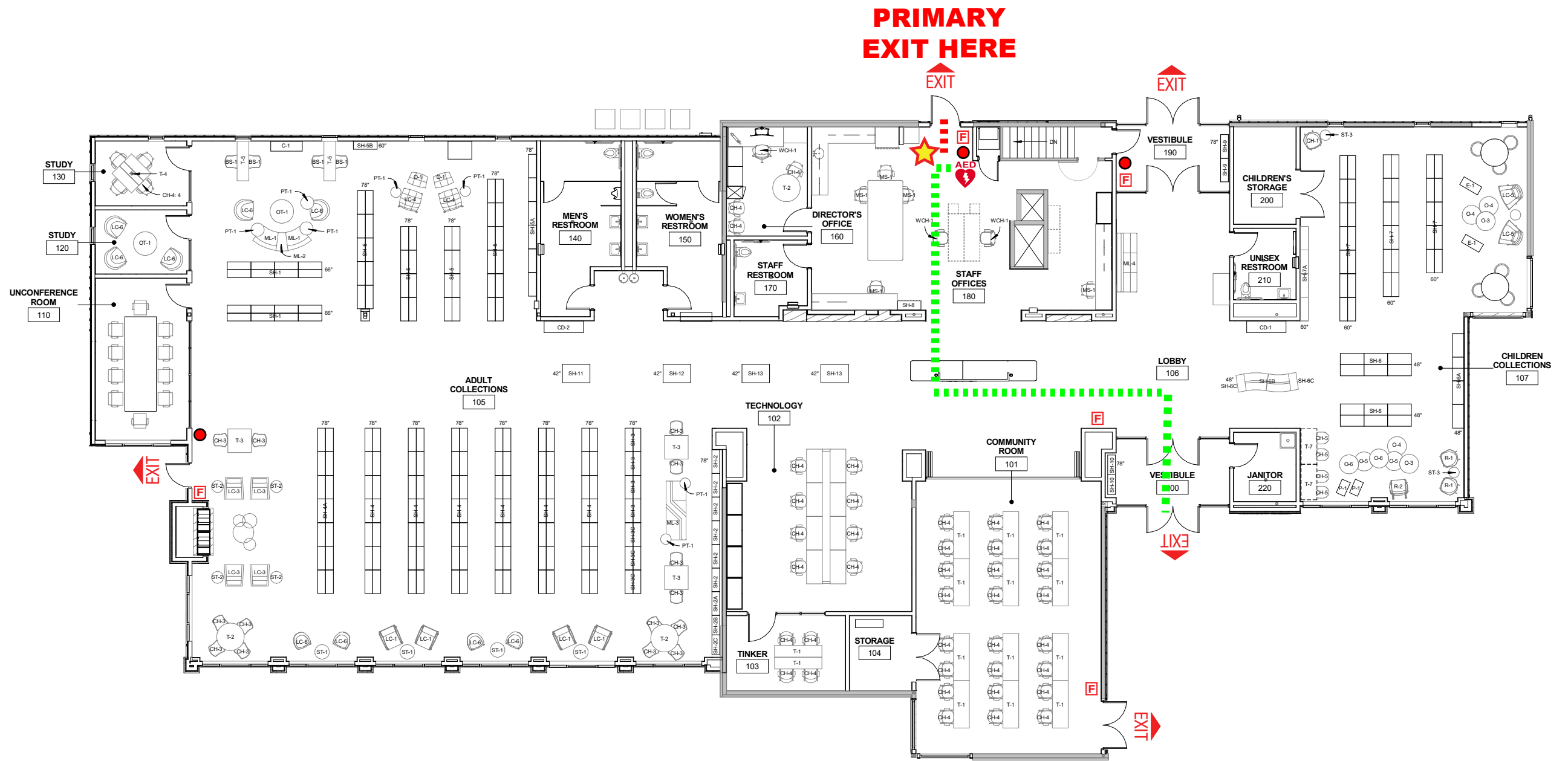
**PRIMARY
EXIT HERE**








-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE
-  EXIT

-  AUTOMATED EXTERNAL DEFIBRILLATOR
-  FIRE EXTINGUISHER
-  FIRE ALARM PULL

SAFETY MAP

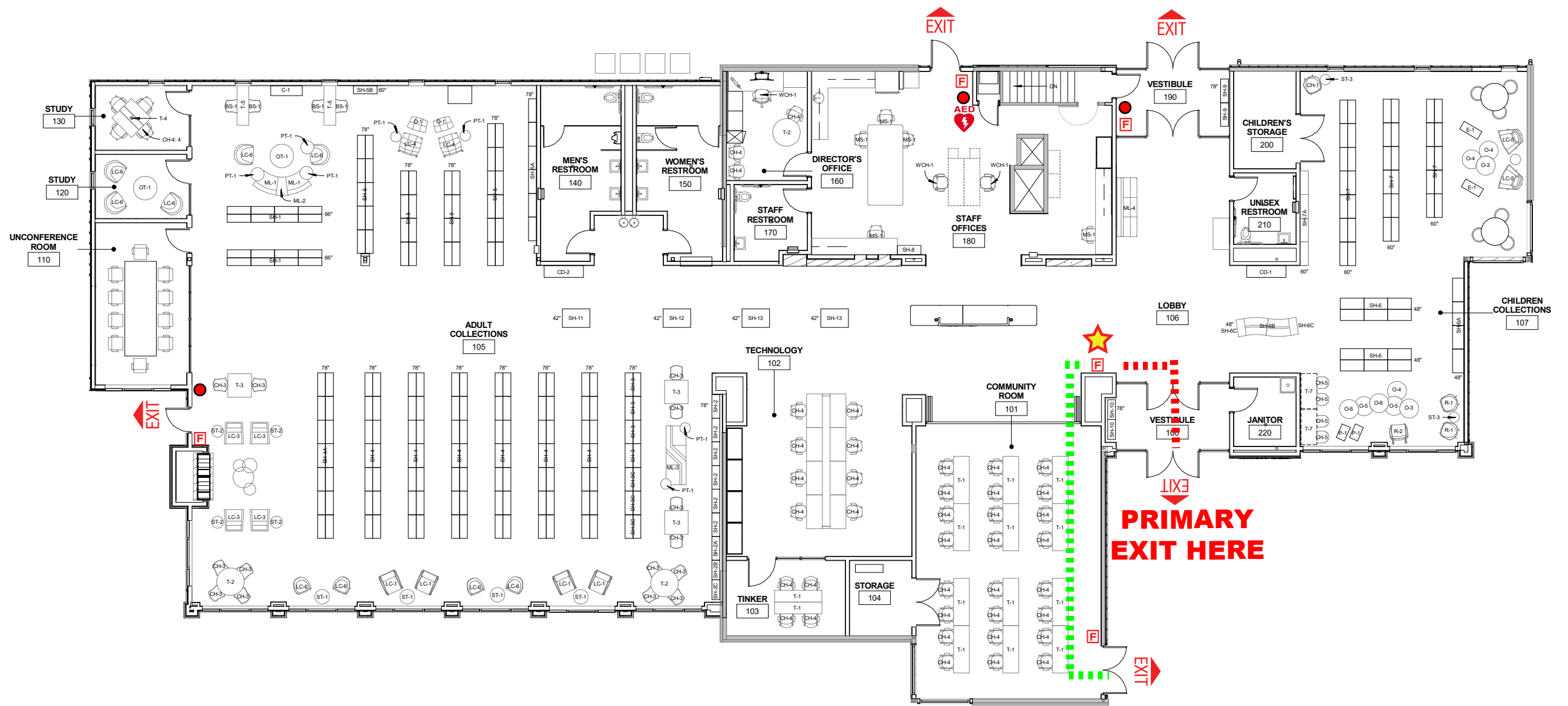
EMERGENCY EVACUATION ROUTES









-  YOU ARE HERE
-  PRIMARY EVACUATION ROUTE
-  SECONDARY EVACUATION ROUTE
-  EXIT
-  AED AUTOMATED EXTERNAL DEFIBRILLATOR
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-  FIRE ALARM PULL

SAFETY MAP

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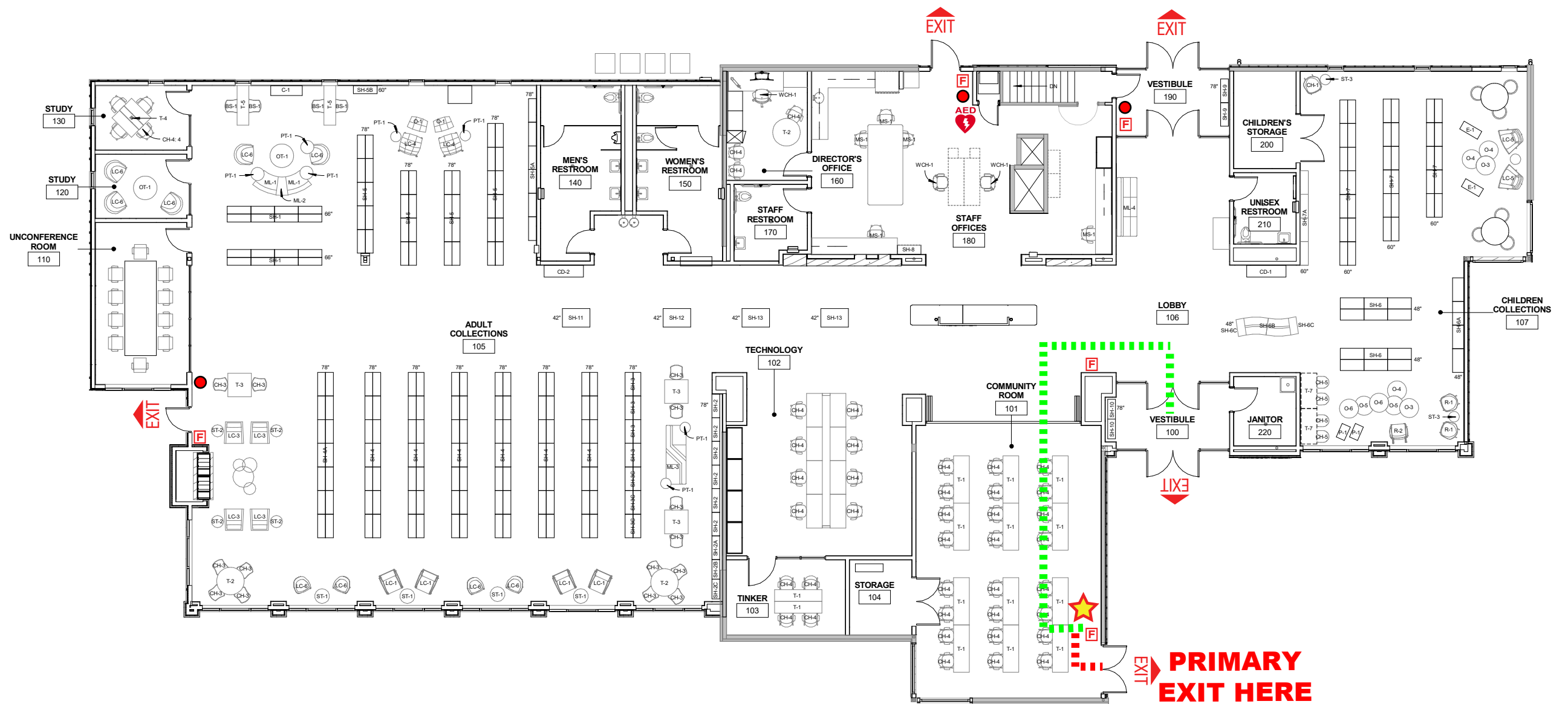






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SAFETY MAP

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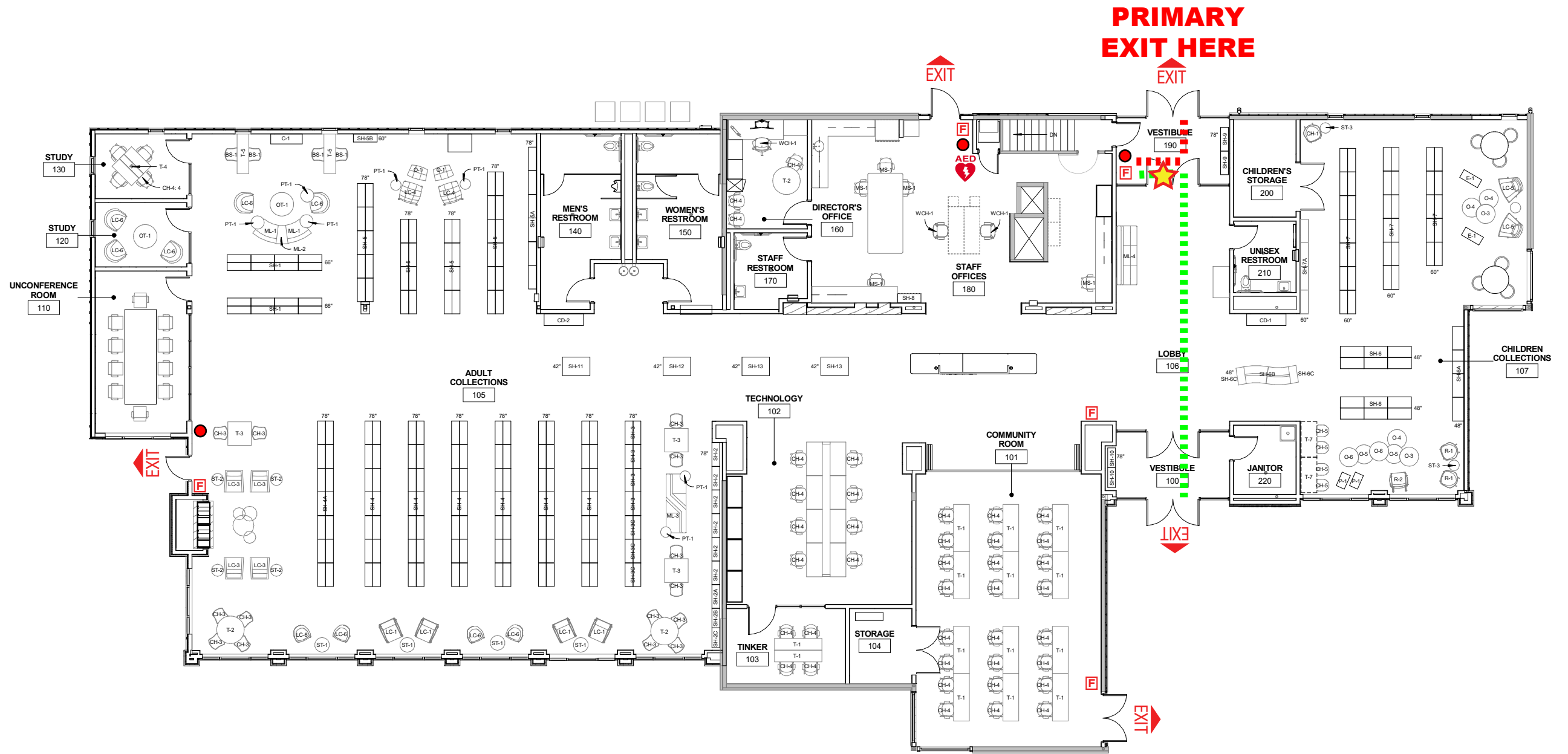


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SAFETY MAP

EMERGENCY EVACUATION ROUTES



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EXIT HERE**

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