

EMERGENCY PROCEDURES

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Staff should be familiar with the following procedures in order to respond promptly and effectively during emergencies. The library director has primary responsibility for organizing the library's response. In the director's absence, the staff members on duty assume this responsibility. In the case of an emergency, the president of the board of trustees should be contacted immediately; if unavailable, the vice president should be notified.

Medical Emergency

Life-threatening injury, illness, or death

Library staff are now permitted to administer medication after undergoing training that includes how to recognize the signs of an overdose, how to properly dispense the reversal agent, and the need to call 911 for continued care of the overdose victim. Additional information about the standing order can be found at Illinois Opioid Overdose Reversal Agents Standardized Procedure on the Illinois Department of Public Health (IDPH) website.

In the event someone shows signs of a possible overdose, staff who have undergone appropriate training may administer the FDA-approved opioid reversal agent that is stored in the first aid kit. Staff should also call 911 and follow the below procedures.

In the event of any other medical emergencies:

1. Call 911, remain on the line until emergency personnel arrive, and follow all directions given.
2. Another staff member should attend to the victim(s).
3. Do not move the person unless they are in immediate danger.
4. If possible, isolate the affected individual, disperse onlookers, and prevent crowding.
5. Use gloves and protective equipment from the first aid kit and AED case.
6. Provide first aid as trained. Staff are trained in CPR (Cardio Pulmonary Resuscitation), AED use (Automatic Electronic Defibrillator) and basic first aid. An AED is located behind the service desk.
7. Remain to assist emergency personnel with relevant information.

Fire

1. Call 911.
2. Evacuate the building immediately when the alarm sounds. Assemble across the street in front of the library. The staff members on duty should account for all known persons and notify the fire department if somebody may still be inside.
3. Do not attempt to extinguish a fire unless properly trained.

4. The fire department will handle medical care, fire suppression, and patron relocation.

Severe or Inclement Weather

1. In a tornado or severe weather warning:
 - Direct everyone to safe areas (lower-level restrooms). Adults may choose to leave if they prefer.
 - Record names and phone numbers of children; call parents if time permits.
 - Upon approval, staff may leave with agreement among the staff members on duty.
2. The library may close early if conditions endanger staff or patrons. School closures in Winnebago are not automatically followed but serve as indicators. Decisions to close or delay will consider:
 - Road conditions
 - Weather forecasts
 - Parking lot and walkway safety
 - Staff availability
 - Local/state emergency declarations
3. The library generally remains open during extreme cold if heat is available.

Power Outage

1. Ask patrons to evacuate. Staff should ensure the building is empty.
2. If power is not restored within 60 minutes or by closing time (whichever comes first), close the library.
3. Notify the director.

Notification of Emergencies and Closures

1. The library director (or staff on duty) must notify the board president promptly. If needed, notify other trustees and key staff.
2. A current emergency contact list will be maintained by the library director, board president and board secretary.

Other Emergencies

1. The library director or staff on duty calls 911 to assess severity.
2. If evacuation is recommended, patrons and staff must move to a safe location as directed.
3. Do not reenter the building until cleared by emergency personnel.

Use of Library as a Shelter

1. Emergency personnel may request use of the library as a shelter.
2. The library director should call in additional staff, if necessary.
3. Follow emergency personnel instructions for safety and comfort.
4. Secure the library once the shelter is vacated.

Blood-Borne Pathogens

1. Refer to the OSHA Blood-Borne Pathogen Standard and cleanup kit instructions e (kept with the first aid kit).
2. Supplies include nitrile gloves, biohazard bags, cleanup kit, and antibacterial soap.
3. Always wear gloves when handling blood or saliva. Dispose of contaminated materials in red biohazard bags (permitted in regular trash in Illinois or delivered to OSF St. Anthony's).
4. Only designated staff (director or janitor) handle cleanup.
5. Wash hands thoroughly after cleanup.
6. Complete an incident report and contact OSF Occupational Health if exposed.
7. Discard contaminated library materials.

Active Shooter (DHS Guidelines)

1. **EVACUATE:** If possible, escape and call 911. Keep hands visible.
2. **HIDE:** Lock doors, turn off lights, and silence cell phones, stay quiet, and away from windows and doors.
3. **TAKE ACTION:** As a last resort, if life is in imminent danger, attempt to incapacitate the shooter
4. **CALL 911:** When safe to do so.

Lockdown Procedures - *For threats outside the building*

1. Call 911 or use the panic button.
2. Lock doors and announce: "The library is going into lockdown. For your safety, please follow staff directions."
3. Guide patrons to the staff room, turning off lights along the way.
4. Silence phones and remain quiet.
5. Do not open doors until police enter to evacuate.
6. Notify administration and the board president once secure.

Media Procedures

1. All media inquiries must be directed to the library director or board president.
2. Statements should be coordinated with emergency personnel.
3. Establish a media area away from the affected site. Protect patron/staff privacy.
4. Never release names of victims.
5. Provide timely updates; avoid saying, "No comment."
6. Maintain a log of media contacts and inquiries.

Disaster Plan and General Emergency Rules

1. Staff and patron safety always comes first; materials second.
2. Use common sense in applying procedures.
3. Know exits, alarms, and emergency kits.
4. Report all incidents to the director and file an Incident Report within 48 hours.
5. Post emergency numbers (police, fire, rescue) by all telephones.

Emergency Equipment

Supplies should be checked every six months by maintenance to make sure items are fully stocked, unexpired, and in good working order. Supplies are kept in the main floor cabinet near the circulation desk and the designated shelter area on the lower level. The following emergency equipment is kept on hand:

Flashlights	Extra batteries	Emergency Manual
Basic first aid kit	Battery-powered radio	Weather Radio
Portable fire extinguishers		

Basic First Aid Kit Contents:

Quantity	Size	Supply
20	Various	adhesive bandages
1	5" x 9"	sterile dressing
1		conforming roller gauze
1		triangular bandages
1	3" x 3"	sterile gauze pads
1	4" x 4"	sterile gauze pads
1	3" roll	cohesive bandage
2		waterless alcohol-based hand sanitizer
6		antiseptic wipes
2	large	medical-grade, non-latex gloves
1	2"roll	adhesive tape
1		cold pack
1	small	pair scissors, personal
1		pair tweezers
1		CPR breathing barrier, face shield
1		box cotton Q-tips
1	package	assorted safety pins
1		tube antibacterial ointment
1		jar petroleum jelly
2	4 mg	Narcan nasal spray device (Opioid Reversal Drug)

Disaster Prevention

Leaky pipes, frayed electrical wires, unattended machinery, open windows, and structural damage can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash. Non-essential, tagged equipment should be unplugged when not in use. Security checks should be made at closing time to ensure that all exits and windows are locked, all appropriate equipment and electronics have been turned off, all doors are closed, and no unauthorized persons are in the building.

Be aware of all hazards (situations that have the potential for causing damage) and correct them before they develop into disasters. Staff should all be familiar with the layout of the building and possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be established and reviewed annually.

Upkeep Checklist:

Daily Procedures

- Locks on doors and windows secure, all keys accounted for
- No pipes, faucets, toilets or air conditioning units leaking
- Nonessential electrical equipment unplugged; no frayed wiring in evidence
- Computers automatically shut down
- No signs of structural damage

Periodic Procedures Date Checked:

- Emergency numbers posted by each phone
- Most recent inspection by fire department
- Fire extinguishers operable
- Smoke alarms operable
- Sprinkler system operable
- Water detectors operable
- Flashlights operable
- Transistor radio operable
- Most recent fire drill
- Most recent tornado drill
- Staff familiarized (by tour with no map) with location of fire extinguishers, flashlights, radio, storm shelter, and how to reach members of the board
- Most recent inventory

Locations of In-House Emergency Equipment (Please note: Map/Floor plans with locations marked/labeled located at service desk)

Cut-off Switches and Valves

Map/Floor plans with locations marked/labeled located at service desk

- Electric
- Gas
- Water—located at toilets, fountains, sink faucets, and cleaning/furnace room
- Fire alarms
- Fire extinguishers
- Smoke Alarms
- First aid kits
- Defibrillator

OTHER

- Extension cords—drawer employee work room and furnace room
- Fans—rent in case of emergency, one in director's office
- Mops—cleaning room/furnace room
- Paper towels—downstairs men's restroom cabinet
- Plastic sheeting—in case of emergency purchase
- Plastic trash bags—cleaning room/furnace room
- Sponges, pails, brooms—cleaning room/furnace room
- Water hoses—changed seasonally, outside during warmer months; furnace room when colder
- Wet-dry vacuum or pump—rent in case of emergency

Management has a list of facility maps and vendor services and phones numbers that the library uses which is available at the service desk. Please refer to maps for emergency exits.

Inventory/Salvage Priority Lists

Category 1—Salvage at all costs

Materials that are used most often, essential for the library's operation, have significant monetary value, and support the library's mission. Staff will contact a representative from the Winnebago Community Historical Society to determine value and decisions regarding material to salvage. Example: Illinois room materials, especially materials in locked cases and all artwork.

Category 2—Salvage if time permits

Materials that could be replaced, but replacement costs would exceed salvage costs. Example: Administrative files in office and all reference materials at all locations.

Category 3—Salvage as part of general clean up

Materials that can easily be replaced in the original or another format, or those with a high monetary value, but low value by other measures. Example: Any circulating materials.

The director, board and staff should consider intrinsic value, research value, and historical value, value to the collection, replacement cost, and availability in different format when setting salvage priorities. The following questions may be helpful in determining priorities:

- Is the item especially important to the community, perhaps a piece of local history?
- Can the item be replaced? At what cost? Is it affordable?
- Would the cost of replacement be less or more than restoration of the item?
- How important is the item intrinsically? To the collection?

Disaster Recovery

If a disaster strikes when the building is occupied, the first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Do not enter the building until it has been declared safe to do so by emergency personnel.

The following steps are recommended for an effective recovery operation:

Assess the Damage

- How much damage has occurred? What kind of damage? (fire, smoke, soot, clean water, dirty water, etc.) Is it confined to one area or is the entire building damaged?
- How much of the collection has been affected? What types of materials have been damaged?
- Are the damaged items easily replaced or are they irreplaceable?
- Can the in-house recovery team salvage the items, or will outside help be required?

Seek professional guidance and follow guidelines for an effective recovery.

Activate Work Crews

Organize work crews and be sure their responsibilities are clearly defined. No salvage activities should begin until the team leader has determined a plan of action. Disaster and recovery areas should be inaccessible to the public.

Restore the Area

After the damaged items have been removed and the environment has been stabilized, professionals will be consulted to move forward and determine best practices.