

## **Closing Policies and Disaster Plans**

### Closing Policies

The Library Director, or designated staff, is authorized to close or evacuate to safety the library staff and patrons in an emergency, unsafe conditions or threatening weather conditions.

### Disaster Plans

The following policy pertains to disasters (i.e. fire, tornado, etc.) and accident response and reporting.

#### Fire

If smoke or fire becomes apparent, staff should notify any patrons present in the building and leave the Library with them through the nearest posted emergency exit. These emergency exit signs are plainly posted in three places in the Library. Upon leaving the Library, staff should immediately notify appropriate City personnel regarding the situation.

#### Tornado

If a tornado warning is issued, staff should notify any patrons present in the building and gather with them in the lower level of the Library. The women's restroom is the initial gathering area. Any overflow should be directed to the remaining downstairs rooms.

#### Leaving the building

In the event of any disaster that requires staff and patrons to leave the Library, staff and patrons should gather in the area of the City Park near the gazebo, south of the Library. All on-duty staff should be accounted for at this time. Upon leaving the Library, staff should immediately notify appropriate City personnel regarding the situation.

#### Accidents

If a Library patron is involved in an accident on Library grounds, Library staff should offer immediate assistance. If necessary, staff will call the rescue unit and/or a family member. Any accident that requires more than routine handling by Library staff should be documented on an Accident/Incident Report Form.

*Approved by the Crete City Council, 1 August 2017*