

## **Closing Polices and Disaster Plans**

### Closing Polices

The City Administrator or the Emergency Management Liaison, Library Director, or Assistant Director with permission of the City Administrator may close the Library or order the evacuation of library staff and patrons due to 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, library 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 throughout the Library. Upon leaving the Library, staff should immediately call 911 then notify appropriate City personnel regarding the situation.

#### Tornado

If a tornado warning is issued, library staff should notify any patrons present in the building and gather with them in the Community Room.

#### Leaving the building

In the event of any disaster that requires staff and patrons to leave the Library, staff and patrons should exit through the main doors and gather in the Pinnacle Pavilion. All on-duty library 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, library staff should call 911 and may call a family member for assistance. Any accident should be documented on an Accident/Incident Report Form.

*Approved by the Crete City Council, 19 May 2020*