

# **Bonner Springs City Library Shelter Operations Plan Updated April 11, 2019**

## **Disaster Preparedness:**

A disaster plan is an essential component of the Bonner Springs City Library. Most disasters cannot be prevented, but sensible planning can ensure that damage can be mitigated. A plan should guide and train staff in emergency response, with the goal of reacting calmly and logically if the worst should happen.

## **Severe weather /Tornado threat:**

**The FEMA room will be used as a shelter during hours that the library is open.**

### **PROCEDURES – Tornado Watch Issued**

- The person first aware of the onset of severe weather should notify the Supervisor in Charge and the other Library Staff who are working. An alert will be issued from the NOAA weather radio that is located in the Staff Work Room.
- Radios will be tuned to a local news or weather station, and the conditions should be monitored closely. Websites that convey local news and weather conditions will also be closely monitored.
- Staff will verify the Storm Shelter is prepared and illuminated with no obstacles blocking the routes to the shelter.
- Library Patrons will be notified that a tornado watch has been issued. A suggested announcement made using the intercom system would be, “A tornado watch for our area has been issued until (time should be inserted). If this becomes upgraded to a tornado warning, an announcement will be made and everyone will be asked to proceed to our designated storm shelter located on the basement level.”
- Patrons using the meeting rooms and study rooms may not hear the announcement and a staff member will communicate the message to them in person.

### **PROCEDURES – Tornado Warning Issued**

- Library Staff will pay very close attention to the NOAA weather radio that is located in the Staff Work Room for the possibility of a tornado watch being upgraded to a tornado warning.

- When a warning is issued, or if conditions otherwise warrant, the entire Library Staff will be notified.
- Library Staff will split into three teams (teams may consist of one person depending on the number of staff working at the time)

TEAM ONE (Supervisor in Charge):

- Will make an announcement to alert all Library Patrons to proceed to and assemble in the designated primary shelter area. A suggested announcement made using the intercom system would be *“We are now under a tornado warning until (insert time), please proceed immediately to the storm shelter area located in the basement on the east side of the building by either taking the stairs or the elevator. Staff members are on hand to direct you.”*
- Temporary signage (located in the Emergency Supplies drawer located behind the desk) will be placed on both public entrances of building.

TEAM TWO:

- A Library staff member will immediately proceed to the Storm Shelter to unlock and open the doors (inside entrance and North outside entrance) and turn on all lights.
- The NOAA weather radio will be turned on.
- The television will be turned to a local news station.
- That Staff Member will remain by to direct people inside.

TEAM THREE:

- After an announcement is made, Library Staff will walk through the entire library building and make sure everyone hears the announcement and is proceeding to the Storm Shelter. Be sure to include the meeting room, Reading Roundhouse, study rooms and all (3) public restrooms during the walk through.
- When each area has been thoroughly searched, handicapped accounted for, and the area is empty, the doors at both public entrances will be locked.

- AFTER ALL TASKS HAVE BEEN COMPLETED; ALL STAFF WILL PROCEED TO THE SHELTER IN THE BASEMENT.

-Individuals will not be allowed to leave the shelter until it is safe **which means that the tornado warning for the local area as either expired or has been called off.**

-If an individual wants to leave the shelter before the tornado warning has ended, advise them that it is safer to remain inside the shelter. If they insist on leaving, they must exit out the door that leads to the parking lot. They will NOT be allowed to exit through the library. Children (under 18) who are not with an adult will NOT be allowed to leave the shelter until it is safe under any circumstance. This is for the child’s own protection.

-Staff will remain on duty to escort and/or direct individuals after the tornado warning has ended either back into the library or out of the building depending on the severity of the event and the time of day.

**PROCEDURES-After a Severe Weather Event or Warning**

- Remove temporary signage
- Clean up shelter area
- Inspect all shelter signage (replace if damaged or missing)
- If there is any damage to the building, use the crescent wrench located in the Emergency Supplies drawer to shut off the gas valve located outside the east entrance and call the gas company.
- Inventory all equipment and supplies (replace, repair and restock as required)
- Debrief Library Staff
  - o Conduct an evaluation after a drill, exercise, or actual occurrence of an emergency situation, in order to determine the adequacy and effectiveness of the plan and the appropriateness of the response by the team members.
- Journal recording of weather event
  - o Date and time
  - o Reasons for shelter use
  - o Time the shelter was locked down and unlocked
  - o Comments regarding the weather event and operation of plan

Emergency drills for tornado procedures will be conducted on an annual basis.

**Emergency numbers:**

Police: 911

Fire Department: 911

EMS: 911

Non-emergency number for Police: 913-422-7800

Non-emergency number for Fire Department: 913-422-5674

Non emergency number for EMS: 913-422-7744

**Telephone / Cell Phone number contact list:**

**Ultimate responsibility for declaring the library closed and informing the media is the Library Director.**

All in-house versions of this policy will include up-to-date contact information for staff, Board of Directors, and those city employees who may need to be notified or called upon to assist.

Building contacts:

Building Alarm system: B&B Fire & Security, 816-842-1112

Fire protection system: B&B Fire & Security, 816-842-1112

Sewer/water: City of Bonner Springs, 913-422-7570

After Hours 913-441-1990

Gas: Atmos Energy, 1-866-322-8667

Electric: Westar Energy, 1-800-544-4857

Telephone: AT&T, 1-800-344-5100

Internet/Cable: Time Warner, 816-743-2477

**DISASTER SUPPLIES FOR FEMA ROOM**

Flashlights w/ extra batteries

Wall mounted fire extinguisher

First aid kit

Battery operated radio for media broadcasts w/extra batteries

NOAA weather radio w/ extra batteries

Television

Trash bags

Toilet paper

Blankets and Towels

Supplies will be checked every month to make sure everything is stocked and in working order.

**The Library's basement storm shelter is not intended for use as a meeting room and will not be booked as such on a regular basis. The storm shelter room may only be used for meeting purposes on an emergency or contingency basis at the discretion of the Library Board and/or Library Director. The room's function as a storm shelter and use for library programming, will take priority over any other usage. No equipment besides table and chairs will be provided for meeting purposes.**

Last revised by the Bonner Springs City Library Board of Trustees on May 11, 2019.