Baldwin City Library Date: 11/26/2013

Baldwin City, KS

SUBJECT: **EMERGENCIES AND DISASTERS**

The Baldwin City Public Library has specific guidelines to protect its staff and patrons from emergencies and disasters. Our primary objective is to ensure the well-being and safety of the staff and patrons.

**FIRE**

Do not underestimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. Clear the premises and call 911. Staff and volunteers should assemble at the NW corner of 7th and High Street.

The time to think about a fire is before it happens. Familiarize all staff and volunteers with the type, location and application of the fire extinguisher(s) in the building.

**HEALTH EMERGENCIES**

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. It is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and quiet until medical help can be obtained. Since each case is unique, staff members should use their own judgment and common sense to do what is reasonable and prudent.

911 should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

**BOMB THREATS**

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every spoken word. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THE INFORMATION.

Pay attention to background noises such as motors running, music and any other sounds which may indicate the location from which the call is originating.

Immediately after the caller hangs up, call 911. Clear the premises. Staff and volunteers should assemble at the NW corner of 7th and High Street. The police will handle the actual bomb search.

**MNG – 21**

Baldwin City Library Date: 1/30/2018

Baldwin City, KS

SUBJECT: **INCLEMENT WEATHER/CLOSING**

The Baldwin City Public Library adheres to the following guidelines in dealing with inclement weather and library closings.

**SNOW STORMS**

Any closing or hour changes due to inclement weather will be at the discretion of the Library Director. The Director will notify the Board president and City Hall with closings or late starts.

**TORNADOS – SEVERE STORMS**

The library will follow the recommendations and actions of the city between 8:30 a.m. and 5:00 p.m. Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

There is no basement shelter available at the Baldwin Public Library. There is a weather band radio which is monitored to determine the speed and severity of storms. The Library Director will close the library if the radio predicts an imminent storm and urge patrons and staff to go home safely and quickly.

If there is no time to evacuate the building, the staff will direct patrons to the safest place.

**CONSTRUCTION AND/OR RENOVATION**

The library could be closed without notice by the Librarian due to disruption of services (ex: gas, water, plumbing, internet, heating, explosion, etc.) needed for operation.

**MNG – 22**

**TORNADO INSTRUCTIONS**

**GO to the hallway in front of the restrooms, close all doors, and go into the restrooms.**

**OR**

**If it is before 4:00 p.m., you should go out the east door (Junior Section), go south across the alley and enter the yellow city storage building through the door on the northwest corner, and go to the basement.**

**OR**

**You can go to the City Hall (before 5:00 p.m.). They have a basement.**

**OR**

**Go to the Methodist Church basement (if unlocked.)**

**OR**

**Maybe go to the Baker Gym basement (although this has not been approved by Baker).**

**OR**

**Go to Baldwin Junior High School Performing Arts Center, if there is time.**