Overbrook Public Library

Emergency Preparedness Policy and Plans

Reviewed 04-09-2018

**Emergency Numbers:**

**First call 911 (should get Osage County Sheriff 911 Communications Center)**

**Non-emergency Police: 785-828-3121 (Osage County Dispatch)**

**Non-emergency Fire: 785-665-7473**

**Non-emergency City: 785-224-5157**

**Fire**

At first indication of smoke or flame, the library staff will call 911 and report the situation. Library staff will investigate the situation to determine location and extent of the fire. Library Staff will extinguish the fire if it can be contained and extinguished quickly and safely. Staff will Inform patrons there is an emergency and ask them to clear the building.

Annually-certified fire extinguishers are located next to the Children’s Room and the East-side community room entrances. There is also a small hand-extinguisher located next to the refrigerator in the staff break room and the community room kitchen. These smaller extinguishers should be periodically replaced according to their warranty information.

**Health**

Exercise caution when administering first aid of even a minor nature emphasizing concern for the safety of the injured person. The best practice is to keep the sick or injured person comfortable and protected from unnecessary disturbance until medical help arrives. Since every case is unique, the staff members should use their own best judgement about what action is prudent and reasonable. If a person is unconscious, unable to communicate, or stand on their own, or is bleeding significantly, call 911 immediately. A First Aid Kit is located at the circulation desk. No medications should be dispensed to the public.

**Weather-related**

The library director or senior staff member on duty is charged with monitoring the weather situation and in tracking the local school closings related to inclement weather and emergency circumstances. The library has 2 weather radios (1 in the community room, and 1 in the staff area), and the senior staff member will also monitor local media (WIBW website) the library staff e-mail and phone are also signed up for the NE Kansas Alert and Notification system.

In the event that Santa Fe Trail School District closes for inclement weather (for example, ice conditions), the Overbrook Library may also close depending on the driving circumstances for patrons and staff. If time permits, the senior staff member who declares the closing of the library shall post the information to the website and social media (e.g., Facebook).

In the event of a tornado watch being issued, all individuals in the library and community rooms shall be verbally notified. All persons will be notified that if the tornado watch becomes a tornado warning, the library will close. The senior staff member on duty will monitor any upgrades from tornado watch to warning. The senior staff member on duty shall direct persons to the safest areas of the library or indicate they need to seek shelter elsewhere. The restrooms in both the library and community rooms offer the best opportunity for shelter.

**Threats of Violence**

It is important to remember that threats of violence including active shooter incidents are unpredictable. No procedure can guarantee the safety of those involved. Call 911 and describe the situation as calmly as possible. Wait for an “all clear” or other instructions from first responders. Certain areas in the library like the bathrooms, the conference room, and the staff break room and storage area can be locked and serve as a barrier between persons and perpetrator.