

5.0 Emergency Policy and Procedures

Emergency Numbers: Off-site services to be called in the event of an emergency

<u>Service</u>	<u>Contact</u>	<u>Phone</u>
Fire Department	Kalona Fire Department	911
Medical	First Responders	911
Sheriff	Sheriff Department	911 or 656-3272
City	Administrator, Doug Morgan	656-2310
Circulation/Catalog System	Sagebrush (support # 21811)	800-654-3002
Electrician	Ace Electric of Washington	319-863-7777
Library	Director, Anne Skaden	656-3592
Plumbing/Mechanical	S & S Plumbing	319-642-5259
Security System	Freeman Lock & Alarm, Inc.	800-858-7811
Sprinkler System	Continental Fire Sprinkler Co.	563-388-0600
Utilities	Alliant Energy	800-255-4268

Emergency Procedures

An emergency kit containing various bandages, a flashlight, and fresh batteries is available.

5.01 Medical In case of a medical emergency call 911.

5.02 Tornado A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted. A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado siren will be activated. (The siren sounds like the fire siren, but will sound for a full 3 minutes without stopping.) When the tornado siren sounds:

1. The librarian in charge will notify patrons over the intercom, "A tornado warning is in effect for the Kalona area. This means that a tornado has been sighted. Please move into the restrooms until the all clear signal is received."
2. Take the battery radio and flashlight
3. Go to the restrooms and wait for the all clear signal.

5.03 Snow Storm The director must use her/his best judgment about opening the library after a snow storm.

1. If it is possible to make it in and stores in town are open, then open.
2. If a storm starts during the day, stay tuned to news reports and go home before the storm makes driving dangerous. Put the CLOSED sign on front door.
3. The director should notify the following news stations: KCII: 1380 AM, 106.1 FM (319-653-2113 Washington); KCRG-TV9 (1-800-332-5443 Cedar Rapids); and KGAN-TV2 (319-395-9060 Cedar Rapids)

5.04 Fire Upon discovery of a fire, sound the alarm by pulling the nearest fire alarm ("Push In-Pull Down"). (If the fire is in its early stages, such as a trash can or a small pile of paper, use the nearest extinguisher.)

1. The librarian in charge will make an announcement over the intercom, "This is an emergency. Please use the nearest exit to evacuate the building and make your way to the Rec. Center parking lot for safety."

2. If possible, the librarian in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke.

3. The librarian in charge should make an effort to see that everyone leaves, directing staff and patrons to exit the building as quickly as possible. Gather staff and patrons in the Rec. Center parking lot. Do not return to the building for any reason until approval is given by the Fire Department.

Fire extinguishers are checked every year by the Fire Department, and serviced every three years.

5.05 Building Mechanics

- ❖ Water Emergency: Sinks. Stop the flow of water by turning off the water valves under the sinks. Use the water valve key stored with “keys.”
- ❖ Water Emergency: Toilets. Stop the flow of water by loosening the battery pack with an allen wrench (found in the tool drawer.) Place an “Out of Order” sign on the stall and give the information to the custodian.

All staff should know the location of all shutoffs, breakers, fire extinguishers, alarms, and exits. (see floor plan)

This policy will be reviewed and discussed annually with the staff.

Approved by the board: May 2000,

Revised and approved: Sep. 2005; Jan. 9, 2007, Nov. 13, 2007