

5. EMERGENCY PROCEDURES

Adopted: May 2000

Revised and approved: 9/05; 1/9/07; 11/13/07; 11/11/08; 11/13/09; 12/14/10; 10/11/11; 1/14/14; 10/13/15

Reviewed and approved: annually; most recently:

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, Ryan Schlabau	656-2310
Circulation/Catalog System	Alexandria (Companion Corp.	800-347-4942
Electrician	Thrapp Electric	319-325-5443
iTech (computer support)	Support Technician	656-8324
Library	Director, Trevor Shering	316-304-8149
Furnace/Air	S & S Plumbing	319-642-5259
Plumbing	Kuenster Heating & Air	656-4351
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 near the circulation desk. A portable defibrillator is available for our use. It's located in the Rec. Center, the west door entrance on the wall next to the City Hall door.

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 close early if the weather advisory recommends people don't drive. Put the CLOSED sign on front door.
- [3] The director or librarian in charge should notify the following news stations: KCII: 1380 AM, 106.1 FM (319-653-2113 Washington; kciiradio.com); KCRG-TV9 (1-800-332-5443 Cedar Rapids; kcrg.com); and KGAN-TV2 (319-395-9060 Cedar Rapids; kgan.com). Also post a notice on Twitter, the web page and Facebook page.

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

[1] Water Emergency:

- [A] Sinks: Stop the flow of water by turning off the water valves under the sinks. Use the water valve key stored with "keys."
- [B] 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.

5.06 LIBRARY LOCKDOWN POLICY

In the event of a police emergency such as an "Active Shooter", it may become necessary to "Lockdown" the library to protect occupants and minimize the overall exposure to danger. A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident.

When instructed by the Washington County Sheriff's Department to initiate a "Lockdown" of the Kalona Library, the following tiered level policy is to be implemented.

- [1] Low Level Lockdown: Implement when alerted that an incident has occurred in the surrounding area. All exterior doors are locked not allowing entry to anyone until the all clear has been sounded. Patrons would be allowed to conduct business as usual and to leave at their own risk.
- [2] Medium Level Lockdown: Implement when alerted that an incident has occurred in the City of Kalona. All exterior doors are locked not allowing entry or exit to anyone until the all clear has been sounded. Patrons are not allowed to leave not only for their own safety, but also for the safety of others; including officers who would have to provide attention to their movements.
- [3] High Level Lockdown: Implement when an incident occurs on or near the library premises. All exterior doors are locked, lights are eliminated, and persons are gathered into one location. No one is allowed to leave until the all clear has been sounded.