

Appendix C-1

Metro Kalyn Community Library Policy Handbook

Category: Library Administration

Topic: Emergency Procedures

Adopted: 2007

Introduction:

Metro Kalyn Community Library believes that the safety of the patrons and of employees should always be of the up-most importance. If any doubt exists with regard to personal safety PLEASE DON'T TAKE THE RISK. Bruderheim is a 911 community.

What to do in case of:

Fire

- Dial 911.
- Escort all patrons out of the Library.
- Check bathroom, storage room and meeting room for patrons.
- Exit the Library.
- There are 2 fire extinguishers in the Library; near the look-up computer and at the Town of Bruderheim office door. Please familiarize yourself with their locations.

Power Outage

- Escort all patrons out of the Library.
- Check the bathroom, storage room and meeting room for patrons.
- Write and post a sign in the window.
- Close and lock the Library.

Robbery

- Follow the thief's demands; do not try to dissuade him/her.
- Press the panic alarm button.
- After the thief is out of sight, dial 911.

Threat to Personal Safety

- Press the panic alarm button.
- Dial 911.
- Open the Bruderheim Town Office door as it is alarmed.

Theft

- Report to Chairperson.
- Write out all pertinent details as soon as possible.

Injury

- For serious injuries dial 911.
- 1st Aid kit is on Library Manager's desk. Please familiarize yourself with its location and contents.
- If a child is injured, after rendering assistance, contact his/her parents.
- Write down all pertinent details as soon as possible and submit to Supervisor or Chairperson.