

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

Name of Policy:     **DISASTER PLAN/ACCIDENT PROCEDURE**

---

Procedure:

**NOTIFICATION PROCEDURE**

In case of an emergency or disaster, the Director or person in charge should be notified immediately.

**EQUIPMENT INSPECTION**

Library maintenance staff will inspect the flashlight, radio, fire extinguishers and smoke alarm batteries on the 15<sup>th</sup> of each month and document this inspection.

**BUILDING INSPECTION**

At least once a year, a building inspection will be conducted by the Director to determine if there are any safety hazards. Maintenance staff will conduct daily walk through inspections as a course of normal maintenance rounds each day.

**ACCIDENTS**

A first-aid station is located in the staff room.

All accidents, whether by staff or patron, are to be recorded immediately using the accident report form located at the Adult Circulation Desk. Any illness or injury caused by work conditions must be reported to the Director as soon as possible. Worker Compensation forms will be completed in full by the Director and the employee making the claim.

Staff is not to administer any medication to the patrons. Medical help will be called or recommended to injured persons. If medical help is refused, a notation is to be made on the accident form.

No staff member should transport an injured or sick person.

A staff person is required to wear latex gloves for clean-up of blood or bodily fluids. Contaminated materials should be disposed of in plastic garbage bags.

## FIRE

Fire drills will be conducted on an annual basis and shall include all library staff.

Every three years, the fire department will conduct an in service training session at the library on the use of fire extinguishers and other fire procedures.

In the event of a fire, the building must be evacuated immediately and then the Fire Department is to be notified. Evacuation should be done according to fire drill procedure and in a quick, orderly fashion. Always use the stairs, do not use the elevator.

## EARTHQUAKES

If an earthquake strikes, do not leave the building, seek shelter under tables, desks or in doorways.

## TORNADOS

In the case of tornados or high winds, move away from the windows. Patrons and staff should seek shelter in the lower level hallway, outside the restrooms, or in the basement. All doors leading to windowed rooms should be closed. Flashlights should be brought to shelter areas.

A weather radio is located in the staff room. If time permits, a library employee should take this to the shelter area. When the tornado warning has lifted, employees and patrons can be released from the shelter area.

## FLOODS

The chances of a natural flood occurring in the library are not likely. However, flooding can result from backed up drains or broken pipes, etc.

Water is to be shut off either by staff or the water company for any problems, including such things as clogged drains or toilets. A plumber should then be notified to make the necessary repairs.

## VANDALISM/THEFT

If vandalism or theft has occurred, police are to be notified and a report made. Do not disturb anything until police have completed their investigation.

## BOMB THREAT

The building needs to be evacuated immediately and then the police are to be notified. The person receiving the call should take care to note any background noises during the call, distinguishing features regarding the caller's voice or circumstances.

## GAS LEAK

Evacuate the building, phone 911 from outside the building. **DO NOT** turn on lights, furnace, electrical equipment, or use the elevator. Do not use the phone or a cell phone from within the building. Notify Mid-American Energy to report the problem.

## DAMAGED MATERIALS

Materials damaged by water or fire must be handled properly. The Director will determine whether material is salvageable and the correct procedures for restoration.

## HEALTH THREATS

If a pandemic flu outbreak or other national or international health threat is identified, the Director and Board of Trustees will address the crisis accordingly as to precautions that the library and staff should follow.

In general, staff should wash their hands with soap and water or alcohol-based hand gels often. If you sneeze or cough, cover your nose and mouth with a tissue and always throw used tissues in the trash. Avoid close contact with others who are coughing, sneezing or appear to be ill. If any staff should develop symptoms of the flu or other contagious illnesses then they should stay home from work.

Extra care should be taken to keep computers, doors and other areas that the public and staff touch as clean as possible.

## GENERAL SAFETY RULES

Employees are expected to handle equipment such as ladders, scissors, etc. in a safe manner.

Do not lift materials that are too heavy for one individual.

All safety hazards must be reported to the Director immediately.

All firearms, knives, or other weapons are prohibited on library premises.

Individuals causing disturbances that are disruptive to other patrons and staff will be banned from the library building.

Smoking is prohibited in the library building.

The library prohibits the use of bicycles, roller skates, blades and skateboards in the library. Skateboards cannot be used on library property.

No one will knowingly destroy, damage, deface or remove any property not his/her own from the library.

Date revised: 11 May 2009

By: Ottumwa Public Library Board of Trustees