

Doland Community Library Emergency Policy & Plan

Important Numbers:

Fire Department: 911

City Hall: 605-635-6590

Emergency Procedures

Medical

In case of a medical emergency call 911. An AED, along with the Emergency Blood Kit and Fire Extinguisher is in the Elementary Furnace room (across from the gym entrance).

Inappropriate Behavior

In the event that staff members or patrons display inappropriate behavior such as being angry, irate, assaultive or menacing in any way, staff will remain calm and work to resolve the matter in a non-confrontational manner.

If inappropriate behavior persists, staff will ask another employee or supervisor for help or call 911.

If the inappropriate behavior is the result of being under the influence of drugs or alcohol (or these items are brought into the library), the person will be asked to leave the library immediately.

Violence in the Workplace

The library unequivocally condemns harassing, intimidating, threatening, or assaulting behavior, speech or actions by any employee against fellow regular full-time, part-time, and temporary employees or the public at and away from the workplace. In addition, the library will not tolerate intentional damage to library property by library employees. Violence in any form in the workplace is prohibited. Any employee who violates this policy will be subject to discipline up to, and including, discharge. The library will assist law enforcement in the prosecution of anyone who commits violent acts against employees.

Inclement Weather and Natural Disasters

In the event that inclement weather arises during library hours, the following actions will be taken:

- **Snow/Ice Storm:** The library follows school policy so if school is dismissed early or closed for the day, the library will also close early or for the day.
- **Thunderstorm or Tornado WARNING:** The librarian will immediately notify patrons and immediately take shelter in the elementary hallway.

In the event that library activities or programs are scheduled to take place when a thunderstorm or tornado warning is in effect, the activities or programs will be canceled and patrons notified via social media.

- **Power Outage:** The library will be closed until power is restored and verified to be stable.
- **Fire:** In the event of a small fire, the nearest fire extinguisher will be used to contain the fire. If the fire alarm sounds, the library will close immediately and all staff and patrons will immediately exit the building to the safety location.
- **Flood:** If the library is not in immediate danger, it will be remain open during normal business hours to provide a safe location for patrons and community members.

Bomb Threat

All bomb threats are to be considered valid and taken seriously until proven otherwise. Safety of the public and of library employees, buildings and facilities will take precedence over normal activities. A bomb threat will be written down and all staff and patrons will immediately evacuate the library. A staff member will call 911 immediately.

Active Shooter

In the event that an active shooter is in the premises, library staff and patrons will follow the “Run, Hide, Flight” plan.

1. **Run:** If there is an accessible escape path, attempt to evacuate the premises safely and quickly, leaving behind all belongings, keeping hands visible and calling 911 immediately upon reaching safety.
2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Lock the door and/or blockade it with heavy furniture. Hide behind large items, silence cell phones, remain quiet and contact 911 if possible.
3. **Fight:** AS A LAST RESORT, AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER, try to incapacitate the active shooter by throwing items or improvising weapons, yelling, etc.

Approved by the Doland Community Library Board on 7/10/2024