



EMERGENCY PREPAREDNESS GUIDE

Emergency Preparedness Policy Outline

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Emergency Preparedness Guide

I. Emergency

A. Emergency Telephone Numbers

A list of the following information should be kept in a prominent place by each telephone:

Contact Person
Phone Number

A copy of this list is attached to this document. **See Annex 1: Contact List.**

Ambulance	Utility Companies
Fire Department	Plumber
Health Department	Carpenter
Poison Control	Electrician
Police Department	Exterminator
Sheriff	Locksmith
TV and radio stations	Legal Advisor
Insurance Company	Computer support service

B. Person to Summons When a Disaster Occurs

It is the responsibility of the person first observing the disaster to call (after emergency calls have been made to 9-1-1):

Director: Rachael Hissong Phone Number: 913-488-0715
Board Chair: Greg Barnard Phone Number: 785-817-8346

II. Procedures

A. Natural Disasters

Because the Oskaloosa Public Library is vulnerable to flooding, tornadoes, lightning strikes, wind storms, hail storms, ice and snow storms, the following disaster plans have been adopted:

NOTE: On days that severe weather is likely, staff should check that the NOAA Weather Radio, flashlights and other emergency materials are operational and ready to be used.

1. **Escape route** - Determine the quickest and safest escape routes, which will be posted next to each exit doorway. (See Annex 2: Escape Route Maps)
2. **Flooding** - In the event of flooding in the building, **STAY OUT** of the affected area. Do not enter until the electric company has disconnected the electricity. Have someone guard the entrance to the flooded area to keep out unauthorized people. After the electric company has given permission to enter the flooded area, salvage operations should begin immediately.
3. **Tornadoes** - Determine safest place for cover. Signs will be located near these areas to direct patrons to the locations and what procedures to follow. Keep a NOAA Weather Alert Radio and working flashlights in the Library at all times.
 - A. When "**Watch**" is announced (conditions are right for tornadoes to develop), keep a radio on.
 - B. When "**Warning**" is announced, Take Cover. Direct patrons to the predetermined cover areas. **ENTRY DOORS SHOULD REMAIN UNLOCKED.**

4. **Lightning/Fire** - If the smell of smoke is detected, determine the source and notify person in charge. If there is a fire, ***the absolute first action to be taken is to notify people in the building of the emergency.*** Activate the alarm and call 9-1-1 to request the fire department. Start an orderly evacuation of the building. Be sure to check areas like the restrooms, children's areas, etc.

If handicapped people are in the building, they should be evacuated first. All occupants are to be directed outside and away from the building. If the fire is small, a fire extinguisher may be used.

Fire Steps:

1. Notify visitors and staff of the Fire or Smoke.
2. Call 9-1-1.
3. Start evacuation
 - a. Handicapped / elderly / young children first
 - b. Check all areas if possible without putting yourself in danger.
 - i. Restrooms
 - ii. Children's Area
 - iii. Computer Area
 - iv. Meeting rooms
 - v. Directors Office.

5. Ice and snow storms - Library may close early by decision of the Director or person in charge. If programs have been planned, a decision must be made to cancel and notify. If time permits, notify TV and radio stations.

B. Violent Attackers/Active Shooters

In the event of either notification of a violent attacker in a nearby building, the Library Entry Doors will be locked to prevent the violent person from entering. If the violent person(s) are in the Library, the principles of Run, Hide, Fight will be implemented. (see Annex 3: Run, Hide, Fight Guide).

C. Rodent and Insect Infestation

When rodent or insect infestation is noticed, attempt to do the following:

Isolate the rest of materials from the collection

Identify the type and extent of infestation
Consider the options for pest management including routine extermination by a professional exterminator.

D. Collapse of Shelving or Other Structural Damage

If shelving collapses, rope off the area from staff and the public immediately. Removal of materials should only be done if there is no risk of personal injury. Assessment of damage should be made, and the proper authority called to repair the damage. When structural damage occurs call 9-1-1 to notify the police or Fire Department who will assess the damage and determine when it is safe to enter the area.

E. Computer System Catastrophe

At least three copies of data should be backed up using at least two different storage types with at least one copy offsite for retrieval. In case of computer system catastrophes contact NEKLS Tech Department for guidance at tech@nekls.org or 785-838-4090.

III. Equipment

A. Basics

The following equipment needs to be kept in the Library at all times:

- flashlights with extra batteries and bulbs;
- a first aid kit that can be transported from one area of the Library to another;
- a NOAA Weather Alert Radio that is battery operated with spare batteries.

B. Fire Extinguishers

Dry chemical extinguishers will smother any type of fire, including electrical and chemical, by coating the burning area with a powder that cuts off the supply of oxygen. This powder should be vacuumed away from library materials once the fire is out. This type of extinguisher should not be sprayed on a person unless he/she is actually on fire and there is no other alternative.

C. Smoke Detectors

At least once a year the director must change the batteries in the smoke-detectors. It is recommended to change the batteries on the date of the Daylight Savings Time changes two times each year.

IV. Resources

The following resources will be available at all times:

- A. First Aid Kit – will be at the Circulation Desk.
- B. Fire Extinguishers – placed in accessible locations in each room.
- C. Flashlights with extra batteries and bulbs.
- D. NOAA Weather Radio at the Circulation Desk.

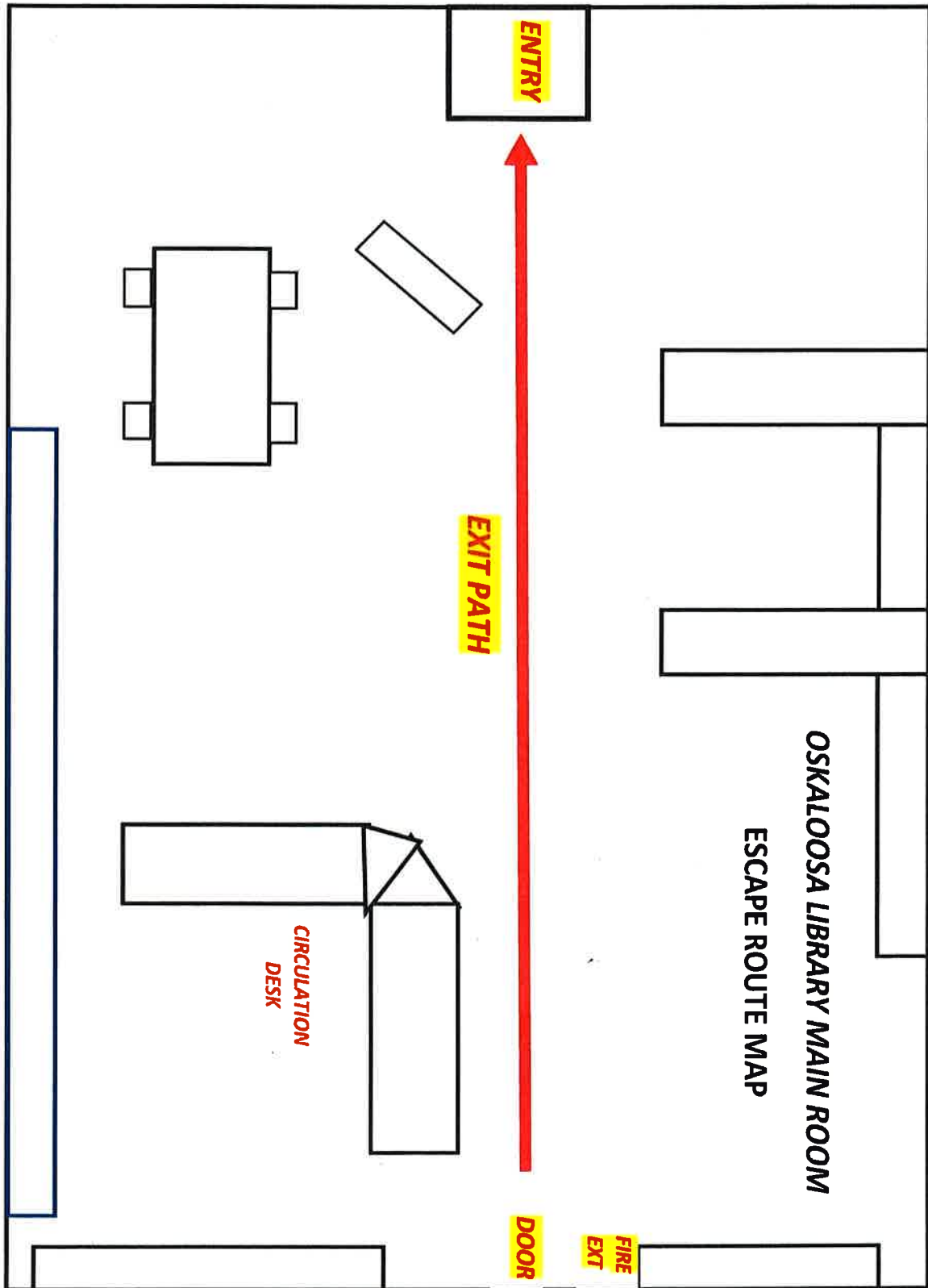
V. Insurance

Information on the quantity and value of library materials covered by the library's insurance company shall be kept up to date. This will be done by maintaining an accurate shelf list and inventory of equipment.

ANNEX 1 – CONTACTS

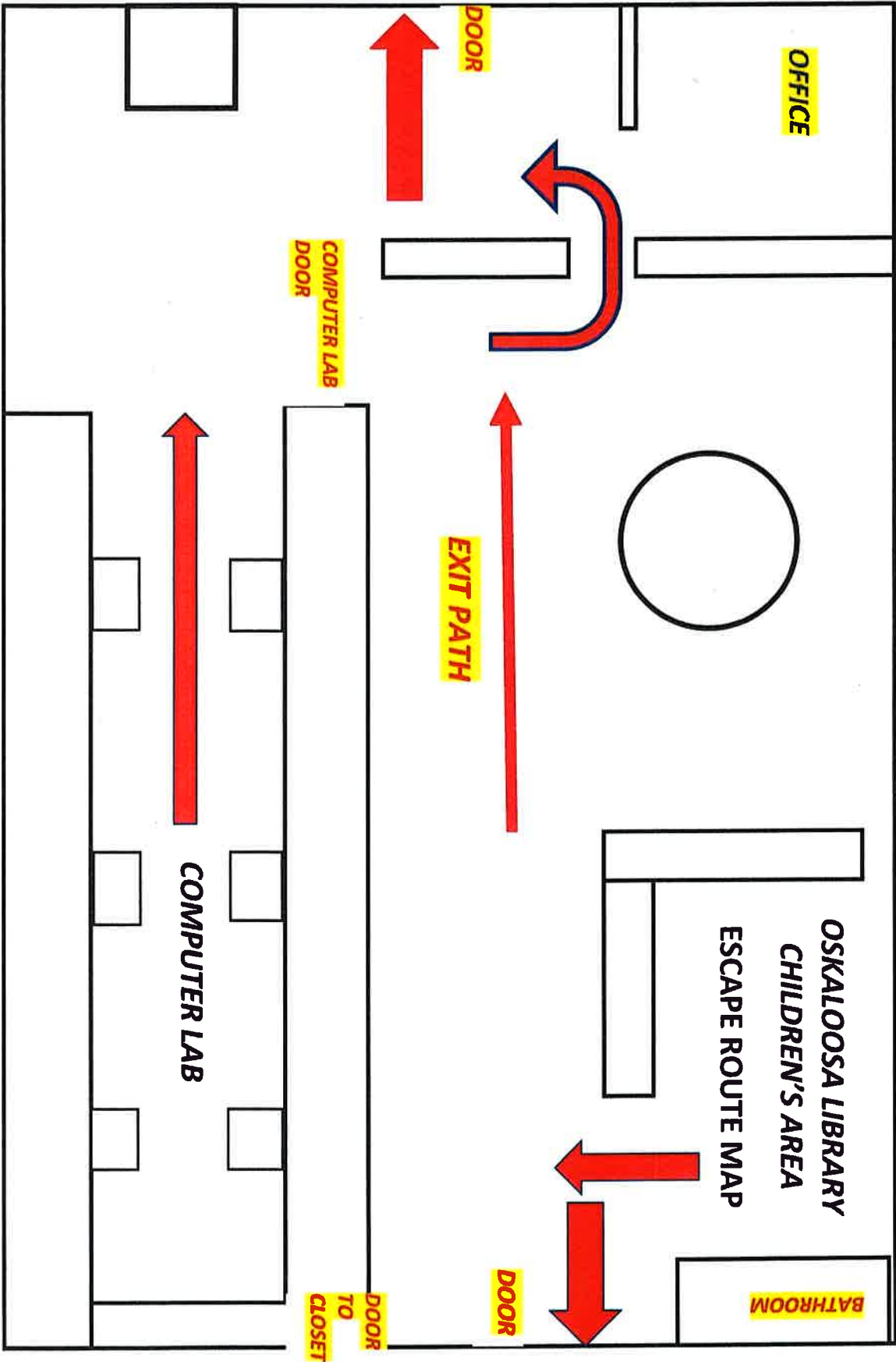
Jefferson County Ambulance - 9-1-1
Oskaloosa Fire District # 8 - Emergency dial 9-1-1 Non-Emergency – 785-863-2157
Oskaloosa Police Department – Emergency dial 9-1-1 Non-Emergency – 785-863-2351
Jefferson County Sheriff – Emergency dial 9-1-1 Non-Emergency – 785-863-2765
Jefferson Co. Public Health – 785-403-0025
Jefferson County Emergency Management – Emergency dial 9-1-1 Non-Emergency 785-403-0699
National Weather Service Topeka Office – 1-800-432-3929
Jefferson County Courthouse – 785-403-0000
Poison Control Services – 1-800-222-1222
Oskaloosa City Hall – 785-863-2651
Oskaloosa Post Office – 785-863-2400
Oskaloosa Independent Newspaper – 785-863-2520
Jefferson County Service Organization / General Public Transportation – 785-863-2637
Jefferson County Humane Society – 785-945-6600
Westar Energy - 1-800-401-5666
Kansas Gas Service - 1-800-794-4780 -- Gas Odor – call 9-1-1 and 1-888-482-4950
Legal Advisor - Lee Hendricks, Stumbo Hanson, LLP - 785-267-3410
Plumber – Hienen P-H-E - 785-945-6668
Carpenter - Daryl Chess - 785-393-2429
Electrician - Patterson Electric - 785-597-5246
Exterminator - Ozark Integrated Pest Services Inc. - 785-234-2290
Locksmith - Mike Smith - 785-764-7173
Insurance Company - Hartford Insurance - 1-800-327-3636
Computer Support Services - NEKLS Tech - 785-838-4090

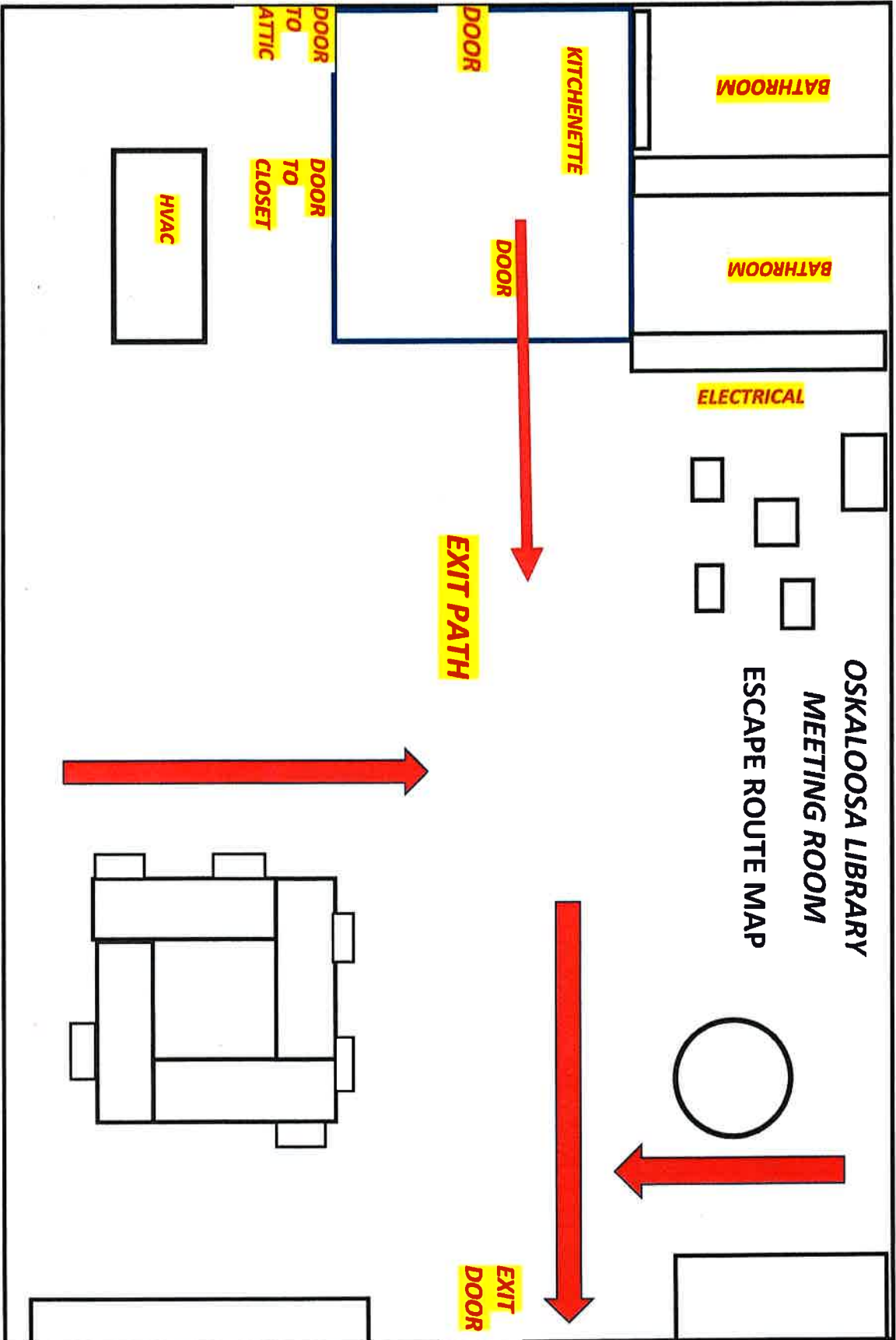
ANNEX 2 – ESCAPE ROUTE MAP



OSKALOOSA PUBLIC LIBRARY ESCAPE MAPS

CENTER ROOMS





ANNEX 3 – RUN, HIDE, FIGHT GUIDE

ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT




RUN


HIDE


FIGHT

CALL 911 ONLY WHEN IT'S SAFE TO DO SO


RUN


HAVE AN ESCAPE PLAN


EVAQUATE


LEAVE YOUR BELONGINGS


HELP OTHERS IF POSSIBLE


DO NOT MOVE WOUNDED PEOPLE


HIDE


BE OUT FROM SHOOTER'S VIEW


LOCK DOORS AND BLOCK THEM WITH FURNITURE


KEEP YOUR OPTIONS FOR MOVEMENT


SILENCE PHONE


BE QUIET


FIGHT


ACT AGGRESSIVELY


INCAPACITATE THE ACTIVE SHOOTER


THROW OBJECTS


YELL AND CALL FOR HELP

FIGHT ONLY AS A LAST RESORT
BE PREPARED


CALL 911

WHEN LAW ENFORCEMENT ARRIVES


CALL 911 WHEN YOU ARE SAFE


GIVE INFORMATIONS TO THE OPERATOR


FOLLOW THE INSTRUCTIONS OF POLICE OFFICERS


DROP ANY OBJECT


KEEP HANDS VISIBLE

Rachel Norman | www.amotherfarfromhome.com
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