

# Shiocton Public Library Emergency Policies

## Emergency Numbers:

Fire and EMS Department: Shiocton Bovina Fire Department, 911

Sheriff: Outagamie County Sheriff's Department, 911

Library Director: 920-986-3933

Public Works Department: 920-986-3951

Village Clerks Office: 920-986-3415

## General Provisions:

In the event of emergency, it is the primary responsibility of the library staff present to do whatever is necessary to insure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property only if it poses no threat to anyone's personal safety.

**Remember: people first, property second.**

The Library Director and library staff will review the Emergency Policies once a year.

## Medical:

In case of a medical emergency, call 911.

## Accident:

In the event of an accident involving a staff member or patron, determine if you can handle the problem with reasonable care or if it is serious and requires the summoning of an ambulance. Provide whatever assistance you can until help arrives. *If blood or other bodily fluids are present, use gloves and take other universal precautions.* Call for assistance if necessary and then notify the Director.

- Do not attempt to move the person if the injury is serious. Make the person as comfortable as possible.
- Ask them to sit or lie down.
- Let them call family or call for them.
- Ask for the name of the injured or ill person and gather information about what happened.
- Get the names of witnesses.
- If physical trauma is the result of a crime, do not attempt any clean up.

All staff members involved in the incident or witnessing the accident should immediately prepare a written report and hand it in to the Director.

## **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. When the tornado siren sounds:

- Staff will notify patrons that a tornado warning is in effect and that staff and patrons must move to the back office in the meeting room until the all clear signal is given.
- Take the emergency radio

Everyone who remains in the library building MUST move to the back office in the meeting room until the all clear signal is given.

## **Closings:**

The Director is responsible for closing the library due to unhealthy conditions, unsafe conditions or other emergencies. A sign will be placed on the library front door notifying patrons of the closing; if a staff member is able to physically get to the library to do so. The Director is responsible for notifying any staff scheduled to work during the closing.

## **Evacuation of the Building:**

If the threat of personal danger is imminent, immediately evacuate the building.

- Announce the evacuation verbally. Ask everyone in the building to remain calm and walk, do not run to the nearest exit. Familiarize yourself with the location of all exits before a problem occurs.
- Notify emergency assistance by calling 911.
- If possible, check the building for stragglers as you exit. Please be sure to check both restrooms and the meeting room before you leave.
- The evacuation meeting place for all staff and patrons is the Shiocton Bovina Fire Department meeting room. To access the meeting place staff will walk around to the back of the library building on Second Street and through the parking lot to the Fire Department meeting room door.
- Prevent anyone from reentering the building until it is determined to be safe.

## **Fire:**

At the first indication of smoke or flame, evacuate the building and immediately call 911.

- If possible, staff should try to close the door to the burning area to confine the fire and minimize the spread of smoke.
- Be sure to see that everyone leaves, directing patrons to exit the building as quickly as possible.
- Gather staff and patrons in the playground area across the street on Second Street. Do not return to the building for any reason until approval is given by the Fire Department.
- Familiarize yourself with the location of fire extinguishers before a problem occurs.

## **Flooding and Water Leaks:**

- If an area is found to be flooded, clear the area and secure it from entry to prevent the possibility of electric shock.
- Notify the Director and the Public Works Department. Small leaks are also to be reported.
- Immediate action may be taken to protect library material if the threat of electric shock is not present.
  - All staff should know the location of all shutoffs and breakers.

## **Bomb Threat:**

- Gather as much information from the reporting caller as possible.
- Attempt to learn as much from the caller as you can, such as the planned time of explosion, the type of bomb and its location in the building.
- If at all possible make notes on what the caller says while on the telephone.
- Evacuate the building and call the police immediately.
- Notify the Director.
- Write down any information about the call not documented during the call as soon as possible. Note any identifying background sounds heard during the call.

## **Electric Shock:**

- Do not approach the victim if the hazard of shock is still present.
- Secure the area. Attempt to remove the source of the shock if possible with insulated material (dry, wooden broom handle, etc.) or open the electrical circuit at the main breaker.
- Start CPR and summon ambulance.
- Notify the Director.

## **Theft or Robbery:**

- Report all thefts to the police and the Director as soon as discovered.
- Cooperate with robbers and notify the police as soon as it is safe.

## **Accident Reports:**

Library employees are required to report all accidents to the Library Director in writing. The time, place, nature and circumstances of the accident are to be included in the report. The report should also list the names of any library employees or patrons who may have witnessed the accident.

Adoption Date: 02/12/2013  
Revised: 04/12/2017  
Revised: 12/09/2025