

Dorothy Hull Library

Windsor Charter Township

Emergency Closure Policy

Under most conditions, the library will open and remain open during its normal operating hours. There are times, however, when an emergency closure may be needed to ensure the safety of library staff and patrons.

It is at the discretion of the Library Director if and when the library closes or postpones its opening. Prior to a decision being made, the Director should attempt to consult with the Windsor Township Clerk or Treasurer to determine the township's intent to close or delay opening of the Township Office. When possible, closing of the library should be done in conjunction with the closing of the Township Office.

It is Library Director's responsibility to ensure all library staff are familiar with this policy and any procedures developed under this policy by the Director. The procedures shall include steps for notifying the public and affected staff of the library's closure or delayed opening. The Director shall also ensure that all emergency procedures are continually posted in a visible location near the phone for quick reference in an emergency.

The Director should also inform the Library Board's President whenever a closure or delayed opening decision is made.

The conditions that may prompt an emergency closure or delayed opening are as follows.

Inclement Weather, excluding Tornadoes

The Windsor Township Library may close during periods of inclement weather. Inclement weather includes any kind of severe, harsh, or extreme weather that might create hazardous driving or walking conditions. This may include, but is not limited to, rain, snow, fog, area flooding or high winds.

Should a library staff member, other than the Director, be working when inclement weather occurs, the staff member should contact the Director regarding a decision to close or remain open. If the director is not available during hours when the township office is open, the staff member should follow the lead of the Township Clerk or Treasurer regarding a closure decision. If the weather occurs during the library's evening hours and the director cannot be reached, the staff member has the discretion to decide whether or not to close the library.

Tornadoes (Including When an Area Tornado Warning Has Been Issued)

The sighting of a tornado requires an immediate response. When a tornado warning has been issued, the library staff member is to advise the library's patrons of the situation. Patrons will then be asked to immediately proceed to the storage room and to remain there during the

duration of the warning. Library staff should check all areas of the library to ensure no one, especially children, is still remaining in another part of the library.

Normal library routine may be resumed when the all clear sign is given.

Fire

At the first indication of smoke or flame, the following steps are to be taken by library staff.

1. Advise all library patrons and persons in the township office of the situation.
2. Direct patrons to clear the building and move down the sidewalk to the corner of Oak and Jefferson St.
3. Investigate the situation to determine the location and extent of the fire. If the fire can be contained and extinguished quickly and safely by staff, proceed to do so. If there is any concern about the staff's safety or ability to extinguish the fire, immediately call 911 and clear the building, checking to ensure that no one else is still remaining in the library.
4. Once the fire is extinguished, a decision regarding reopening may be made by the Library Director. If the Director is not available, the library staff member should make the decision in conjunction with township officials. Township officials may include the supervisory members of the fire department.

It is the Library Director's responsibility to familiarize and orient all library staff with the type, location and proper use of the building's fire extinguishers on different types of fire. For new employees, this should occur during the individual's orientation to the job. The Director may wish to seek the assistance of the Windsor Township Fire Officials in fulfilling this responsibility.

Power Outages

The Library may close during power outages for the safety of staff and library patrons. When the outage is known in advance of the library's opening, a closure decision is to be made by the Library Director.

If the outage occurs during operating hours and there is concern for the safety of patrons, a decision to close may be made by the library staff member who is present. The staff member is to notify the director as quickly as possible of the staff member's decision.

Bomb Threats

Most bomb threats are received by means of an email/social media message or a telephone call. If the threat is received by email/social media, the library staff member is to print a copy of the email/social media and note the time it was received. The staff should then follow steps 5-10 below.

If the threat is received by a telephone call, the staff member should keep the caller on the line as long as possible for the purpose of getting as accurate information as possible about the threat. For a phone call threat, the staff should:

1. Ask the caller to repeat the message, writing down the caller's information word by word-as best possible
2. Try to gain the **location of the bomb and the possible time of denotation**. This information is critical to gain from the caller.
3. Pay close attention to any background noises, such as motors running, background music, and any other noises that may help indicate from where the call is originating.
4. Listen closely to the caller's voice (male or female), the voice quality (ex. calm or excited), accent, speech differences, etc.
5. Library staff **are not** to search for the bomb. That is the responsibility of law enforcement.
6. Clear the building of patrons (checking to ensure no one is remaining in the library) and Immediately call 911 to report the threat. Also, inform 911 that the Dimondale Elementary School is in the immediate vicinity of the library.
7. Notify the township office staff. The notes taken during the call /copy of the email/social media should be taken by the staff member as he/she evacuates the building.
8. All persons should evacuate to the Windsor Township Fire Station.
9. Once at the Fire Station, request that Fire Department staff call the Dimondale Elementary School to notify them that a call has been made to 911 regarding a bomb threat at the library. (Note: This call may not be necessary if law enforcement has already contacted the school. However, it is better to be safe and take the extra precaution than have delayed notice to the school.)
10. The notes of the call /copy of the email/social media are to be given to law enforcement.

Armed Situations in the Neighborhood

Library staff are to call 911 when they become aware of an armed situation in the neighborhood. Inform 911 that the Dimondale Elementary School is next to the library Building. Staff are then to follow the directions given by law enforcement regarding closing the library and possible relocation of patrons.

Building Flooding

Should the library flood, the Director is to contact the Eaton County Health Department's Environmental Health Unit for guidance regarding possible closure, as well as, the proper cleaning of the flooded areas. This should be done in conjunction with the Windsor Township Clerk or Treasurer.

Further, the Health Department should be asked when it would be safe to reopen, should a closure occur.

Adopted 7/17/03

Revised 5/19/ 16