

# Dorothy Hull Library Windsor Charter Township

## Health Emergency Policy

This policy is to govern the handling of health emergencies that affect the operation of the Dorothy Hull Library and the actions of its employees.

### Short Duration Health Emergencies

Unexpected health emergencies of a short duration involving library patrons may occur during operational hours. These emergencies may include difficulty breathing, severe bleeding, loss of consciousness, serious injury from falls, etc. Should such an emergency occur, 911 should be called immediately. Library staff may also seek assistance from township staff if they are present in the building.

Staff should exercise caution when assisting an ill or injured person to prevent further harm to the individual. Make the person comfortable while taking **care not to move the individual**. Wait for emergency medical assistance to arrive.

At no time should library staff provide first aid unless currently certified or specifically directed by the 911 operator. Improper aid can result in further harm and possible legal action against library staff, the library, and the township.

No medications should ever be dispensed to the public unless specifically directed by the 911 operator or requested by an ill individual regarding medication in his/her possession (ex. administering an Epi Pen).

### Public Health Emergencies of a Longer Duration

In the event of a public health emergency, the library shall close or make necessary changes to operation in response to executive orders or directives of the president, governor and/ or health officials.

The Library Director is authorized by the Board to act in accordance with those orders/directives and to inform the Board at the earliest opportunity. The Director shall submit to the Board with a written response plan to a health emergency for Board approval. This plan shall include any modifications to operation and/or a phased reopening of the library based on the health information available.

Adopted 7-17-03

Revised 5-19-16, Addendum 6-11-20, 3-17-22