

**Denver Public Library**  
**Emergency Management Policy**

**Policy Statement:**

**The Denver Public Library is dedicated to maintaining a safe and secure environment in the event of a natural disaster or any type of emergency. This policy is intended to protect our patrons and provide the staff with a plan of action and to provide guidance on procedures and closures of the library in the event of an emergency situation.**

**Fire**

**Regulations:**

**All staff should be familiar with the type, location and application of the fire extinguisher(s) in the building.**

Fire Extinguishers are located:

- Library entrance doors
- South Lobby entrance by water fountains

**All Staff should know where the fire alarms are located.**

Fire Alarms are located:

- Main entrance of library
- Employee workroom by east exit
- Northeast corner of library by patio door
- Genealogy Room
- South lobby entrance
- East lobby entrance

**All Staff should know where fire exits are located**

- South lobby door
- East lobby door
- East Workroom door

- East basement entrance
- North patio door

**All Staff should know where the designated safe area is that patrons should gather outside the building**

- South parking lot across from City Hall

**Procedure:**

- At first indication of smoke or flame, investigate to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so
- If alarm has sounded immediately call 911
- If the alarm has not sounded and there is any doubt about whether the fire can be extinguished, immediately call 911
- Guide patrons to the closest exit.
- Make sure patrons remain together in the safe location
- Do not re-enter the building until the all clear is given.

**Tornado**

**Regulations:**

**All Staff should know the difference between a tornado watch and a tornado warning**

- A tornado WATCH is declared when conditions are favorable for tornados but none have been sighted in the area.
- A tornado WARNING is declared when a tornado has been sighted in the area.

**All Staff should be aware that the city will activate the tornado siren in the event of a warning**

- The siren will sound for a full 3 minutes without stopping indicating that residents should take shelter in a basement or designated safe area.
- An all clear siren will be sounded when the threat of the tornado has passed.

**All Staff should know where the safe area is in the event of a tornado**

- The safe area for the library is in the basement store room area.

**Procedure:**

- When the tornado warning siren sounds, the librarian in charge will notify patrons that a tornado has been sighted in the area and will direct all patrons and staff in the library to calmly proceed to the nearest basement stairs exit.
- The librarian will take along a flashlight and cell phone to the basement safe area. If time put sign out on desk indicating the staff and patrons are in the basement.
- If there are unattended children in the library at the time of the warning, **DO NOT ALLOW THEM TO LEAVE THE BUILDING.** Direct them to the safe area in the basement and call their homes using the cell phone to inform parents of their whereabouts and safety.
- Wait for the all clear siren to sound before returning to the library.
- In the event of a power outage, the library's emergency generator will kick in.

**Inclement Weather**

**The library may close during inclement weather under certain conditions. The library will remain closed or close early if:**

- Staff are unable to get to work due to weather conditions
- City workers have not cleared the parking lots and entrances to the building
- A power outage occurs due to weather conditions or equipment malfunction, making it impossible for the library to have heat, electricity, or water.

**The Library will be closed for inclement weather at the discretion of the Library Director**

**If the Library is closed due to inclement weather, employees will be paid their regular Hourly wage for the hours they were scheduled to work.**

**If the Library remains open and an employee cannot make it to the library due to Inclement weather, the employee will not be paid or the employee may elect to use Vacation hours.**

**Procedure:**

- The library director will make the decision to close the library due to inclement weather

- If the library director is not on duty, the staff on duty MUST notify the library director for approval before closing the library.
- The Library Director will notify one member of the Board of Trustees of the decision to close the library for weather conditions.
- The library director will inform the city clerk's office that the library will be closed if the closure is during the city's business hours
- The Library Director will notify KWWL of the library closing so it can be posted to the public. The closing will also be posted on the library's Facebook page.
- If possible, a sign will be posted on the library entrances and on the digital sign of any closures.

### **Health Emergencies and Injuries**

**The following procedure should be followed in the event of a health emergency or injury:**

- Determine the extent of the injury or health problem
- Make the sick or injured as comfortable as possible
- If the injury is minor, use the first aid kit located in the workroom to administer first aid.
- If there is any question as to the seriousness of the health issue or injury, the librarian in charge should call 911
- If CPR is warranted, the staff should begin to administer it until the ambulance arrives. **DO NOT MOVE A SERIOUSLY INJURED PERSON. An AED is located in the Community Room.**
- If a child is sick or injured at the library, the staff should notify the parents or guardian of the situation **At no time should a staff member take a child home in his/her vehicle.**
- Remain with the sick or injured person until first responders arrive.
- Library staff MUST document the all health emergencies and injuries with the date and time of incident, and the actions taken. **ACCIDENT REPORT FORMS ARE LOCATED IN THE FILING CABINET IN THE WORKROOM.**

**No medication, including aspirin, should ever be dispensed by the librarian to the public**

**Staff should exercise caution in dealing with any emergency involving any type of bodily fluid. Gloves should be worn when treating any type of injury. Gloves are located in the First Aid**

**Kit. If possible, have the injured party hold the bandage or dressing until First Responders arrive.**

**If a staff member is exposed to bodily fluids, such as blood or vomit, they must report it to the Library Director. The Library Director will report it to the City Manager. If a staff member has an exposure, they are entitled to medical treatment at the expense of the city.**

**Staff is required to attend safety classes when available through the City of Denver to be trained in basic safety procedures, Blood Borne Pathogens, and the use of Personal Protective Gear.**

### **Damage to Building**

Any damage to the interior or exterior of the building to the library, whether it is man-made or caused by a natural disaster, must be reported to the director as soon as possible so the damage can be accessed by the city and the insurance company. Library staff are responsible for making sure all doors that provide access to the library are locked before leaving the premises. Unlocked doors must be reported to law enforcement and the library director. **Library staff are prohibited from giving out their own building key or any other keys that allow access to the building.**

### **Pandemic Response**

In the event of a public health crisis, the library will take every precaution to ensure the safety of the public and the staff. The library will follow recommendations from the CDC and local public health officials and follow the library's personnel policy and the current laws regarding staff leave for illness related to the pandemic.

Staff will be asked to self-monitor for signs of illness and should stay home from work if they are experiencing any of the following symptoms:

- Fever
- Coughing
- Sneezing
- Shortness of breath
- Stomach ailments such as nausea, vomiting, or diarrhea
- Any other flu-like symptom

Staff who report to work ill or who may have been exposed to an illness may be sent home by the library director and asked to quarantine for a set period of time, in accordance with the current CDC guidelines.

If recommended by the CDC, the staff may be asked to use personal protective gear during work hours such as face coverings or gloves.

Cleaning procedures will be set in place in accordance with CDC guidelines to ensure the safety of the staff and the public. All staff will be expected to follow those cleaning procedures on a regular basis.

Staff who refuse to follow safety guidelines set forth by the library board and library director will be sent home without pay.

In cases when there is a high rate of illness within the community, the library board, upon recommendations from public health officials or recommendations by the city or library staff, may vote to close the library to the public for a designated period of time.

The library board has the authority to allow employees to work from home during emergency situations if deemed appropriate.

### **Active Shooter/Hostile Patron**

If a person in the library becomes hostile, poses a danger to himself/herself or to the public, or is threatening the use of a weapon, staff should follow these guidelines:

- Remain calm
- Try to talk to the person in a calm voice and in a place away from other patrons. Avoid escalating the situation. Do not yell or scream at the individual.
- Do not attempt to restrain or remove the individual yourself
- Call law enforcement immediately or ask another person to do so.
- Escort patrons to safety. If it is not possible for you to do so, alert patrons verbally to exit the building.

**General Guidelines:**

**Safety of the public and the staff is the first priority in any emergency situation. It is important that the staff remain calm in any emergency situation and use their best judgment in order to ensure the safety of the public. In any emergency or threatening situation, the staff should call 911 to get help from emergency First Responders and Law Enforcement.**

**Reviewed and Approved on \_\_\_\_\_(date)**

**By the Denver Public Library Board of Trustees**