2018 DISASTER PLAN

EMERGENCY

Police/Sheriff
(701) 577-1212
Fire Department/Ambulance
(701) 572-2196

Fire Monitoring Company
WE Integrate
(701) 837-9000
After-hours phone:
Poison Information Center
1-800-222-1222

Library Director
Andrea Placher
Office Phone:
(701) 774-8805
Cell Phone:
(701) 580-4298

City Administrator
David Tuan
(701) 713-3800

Human Resource Director
Chery Pierzena
(701) 713-3802

Executive Admin. Asst.
Peggy Masters
(701) 713-3800

Electric/Gas Company
Montana-Dakota Utilities
(701) 572-1600

Electrician
EC Electric
(701) 580-8269

Plumber
Braaten Plumbing
(701) 774-0070

Heating Repair
Mon-Dak Heating & Plumbing
(701) 572-3079

Telephone
Nemont
(800) 636-6680
AT&T (877) 325-0445

Water
City of Williston
(701) 577-8105

MAINTENANCE AND UTILITIES

FIRST AID KIT
First Aid kits located in:
Staff Lounge
Front Counter
Bookmobile
EVACUATION PROCEDURES

Evacuation of a building means that everyone in the building must leave, usually because of a dangerous situation. Evacuation is signaled by sounding the fire alarm and/or by an announcement over the telephone intercom. State law requires that all occupants evacuate when a building’s fire alarm sounds.

Each staff member and volunteer should understand the library’s evacuation plan and know at least two ways out of the building from his/her regular work space.

When the evacuation alarm is sounded or you are told to evacuate the building:
- Remain calm.
- Stop any and all operations.
- Leave quickly.
- Supervisors are responsible for ensuring all members of the department have evacuated the area. Employees should check that all others in the work space are leaving as instructed.
- As you exit, quickly check rest rooms, meeting room, history room, cubbies, closets, etc.
- Accompany and help any people who appear to need direction or assistance.
- If it doesn’t put you in any danger, take with you:
  - Car keys
  - Purse
  - Jacket
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
- Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails if you are walking up basement stairs.
- Once out of the building, move away – go to the designated area (Lions Shelter at Davidson Park.)

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In a library setting, patrons may look to staff to assist them and ensure their safety.

If staff is alerted to an active shooter event (by noise, alarm, or camera), that person should attempt to communicate the immediate vicinity of the occurrence. Use of the phone/intercom system will inform building occupants that an event is in progress and signal departments to take action.

If you are in the path of an active shooter, act immediately. The main priority in an event is to prevent harm to victims.

Run
- Call law enforcement – give as much information as possible.
- Evacuate.
- Leave belongings behind, keep hands visible while exiting the building.

Hide
- Locate a safe place, out of the shooter’s view.
- Lock door, block or barricade entry.
- Silence phone, remain quiet.
- Evacuate, if the opportunity arises.
The majority of active shooter events last less than fifteen minutes. Police/first responders on the scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation, and questioning and interviewing witnesses.

Do not vacate the scene or area of an event until instructed to do so by local authorities.

**BOMB THREAT**

A bomb threat is a telephone call, note, or verbal message that indicates that a bomb has been placed in or near the library building. All bomb threats should be taken seriously. If the bomb threat is made by telephone:

- Stay calm.
- Keep the caller on the phone.
- Try to elicit as much information as possible.
  - Exact location of the bomb (floor, room, etc.)
  - When the bomb is supposed to explode.
  - Type of bomb.
  - What will cause the bomb to explode?
  - Listen for clues about the caller, including their accent and any background noise.
- Signal or send a silent message to someone telling them to call law enforcement.

If you receive a written threat or a suspicious package or if you find a suspicious object anywhere on the premises:

- Keep anyone from handling it or going near it.
- Call the police.
- Notify your supervisor immediately.
- Promptly write down everything you can remember about receiving the letter or package, or finding the object. Security and police interviewers may need this information.
- Remain calm and do not discuss the threat with other staff members.
- If evacuation is ordered, go to a designated area.

After Receiving a Threat:

- Contact the Library Director.
- Evacuate the building by sounding the fire alarm in all parts of the building.
- Instruct people to move at least 300 feet away from the building.
- Do not use cell phones or walkie-talkies. They may detonate the bomb.
- Do not search for the bomb; do not risk your life or that of others.

**BUILDING EXPLOSION**

An explosion is a release of energy in a sudden, loud, and often violent manner with the generation of high temperature and usually with the releases of gases. Because the cause of a major explosion often cannot be determined immediately, it is best to take the same precautions as for a fire.

If there is an explosion in the library:

- Remain calm.
- Call 911 and give them as much information as you can.
- Take cover under something sturdy, such as a table or desk.
- Be prepared for possible further explosion(s.)
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
• Evacuate the building to the designated area, which should be at least 300 feet away from the building.
• Do not move seriously injured persons, unless they are in immediate danger.
• Open doors carefully.
• Watch for falling objects and flying debris.
• Do not light matches or lighters, in case there is explosive gas present.
• Do not re-enter the affected area until directed by emergency preparedness personnel.

FIRE

If you discover a fire in the building:
• Remain calm.
• Pull the fire alarm.
• Evacuate the area, closing doors and windows behind you to confine the fire.
• Notify your supervisor of the location and extent of the fire.
• Do not return to the area until cleared by emergency personnel.

• Fight the fire only if:
  o The fire is small.
  o The fire is confined to the area where it started.
  o You have a way out and can keep your back to the exit.
  o You have the right type of extinguisher and know how to operate it effectively.

• Do not fight the fire if:
  o The fire is large.
  o You have any doubts about your ability to fight it.
  o The fire is spreading beyond the area where it started.
  o The fire could block your escape route.

FLOODING AND WATER DAMAGE

There are many causes of flooding, including broken pipes and roof leaks.
• Remain calm.
• Find the source of the flooding.
• Notify building maintenance and your supervisor. Give as much information as possible, including location, severity, and damage.
• Standing water may be electrified so do not walk in it.
• Use extreme caution when near electrical outlets/appliances that are by the leak.
• Evacuate the area.
• If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
• Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.
HAZARDOUS MATERIALS RELEASE

In the library:
- Evacuate the area.
- Call 911 and give them as much information as possible.
- Do not re-enter the affected area until directed to do so by the proper authorities.

Outside the library: Follow instructions from the supervisor or emergency personnel.

If there is a cloud of hazardous materials in the area, but not close:
- Only evacuate when you receive notification from the administration.
- Drive perpendicular to the wind direction and away from the release area.
- Keep car windows and vents closed.
- Keep your car air conditioning turned off.

If there is a cloud of hazardous materials close:
- Do not evacuate.
- Turn off heating, ventilation, and air conditioning.
- Close and seal all doors and windows using tape.
- Notify administration of any strange and abnormal odors. (almond, ammonia, garlic, mustard, rotten eggs)
- Remove and discard any clothing exposed to the hazard.
- Do not touch any residue.

MEDICAL EMERGENCIES

If someone is seriously ill or injured in the library:
- Stay calm.
- Notify your supervisor immediately.
- Only help with minor emergencies and only with the consent of the victim.
- For major medical emergencies, call 911 and give the dispatcher the following information.
  - Your name and location
  - Brief description of the problem
  - Victim’s age group
  - Victim’s sex
- Do not attempt to move a person who has fallen and who appears to be in pain.
- Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person’s distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
- Do not offer food or drink unless directed by 911.
- Do not move or lift unless directed by 911.
- Use latex gloves and face mask when blood or bodily fluids are present.

If the seriously ill or injured person is a patron:
- Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
- Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
- Identify yourself by name and offer assistance.
- Offer to notify family or friends of the victim.
• Fill out an accident report, completing as much of the form as possible, including names and addresses of the individual and witnesses, if appropriate.

If the seriously ill or injured person is a child:
• Offer first aid supplies to his/her parent.
• Call a parent if there isn’t one present.

If the injured person is a staff member or volunteer:
• He/She needs to complete an accident report, stating how the injury occurred.
• He/She may need a doctor to fill out a return-to-work form prior to returning.

POWER FAILURE

If there is a power failure:
• Remain calm.
• Provide assistance to patrons and staff in your area, dealing with any anxiety issues.
• With a flashlight or other portable light source, check all areas of the library.
• If you are in an unlit area, proceed cautiously to an area that has emergency lighting.
• Call the power company.
• Gather individuals in the building to one central location.
• If instructed to evacuate, go to the designated area.
• Secure the building from vandalism, intrusion, and fire.

TORNADO

Tornado Watch
The weather conditions are considered favorable for creating a tornado. If a tornado watch is issued, listen to the radio and keep an eye on the weather. Plan to take shelter if a tornado is sighted.

Tornado Warning
A tornado has been sighted in the area and everyone should take shelter immediately. The city’s tornado siren will be activated.

Before a tornado:
• Conduct tornado drills.
• Designate an area in the library as a shelter.
• Have disaster supplies on hand, including a flashlight, battery-operated radio, and first-aid kit.

During a tornado:
• Let everyone know that there is a tornado and make your way to the secure area.
• Avoid places with wide-span roofs or large hallways and windows.
• Get under a piece of sturdy furniture and hold on to it.
• Use arms to protect head and neck.

After a tornado:
• Remain calm.
• Assess the area.
  o Water leaks
  o Power outage
  o Phones are out
  o Other problems
• Check for possible injuries.
• Make sure everyone is accounted for.

**WINTER STORMS**
Living in North Dakota, there will definitely be a winter storm/blizzard at some point during the year. Some of these blizzards may necessitate not opening the library in order to keep library staff and patrons safe. It is at the discretion of the City of Williston and the Library Director to decide whether or not to close or postpone the opening of the library. If the weather becomes dangerous while the library is open, before 5:00pm the City of Williston may decide to close the library early so everyone can get home safely, after 5:00pm the Library Director may decide.