

West Chicago Public Library District

EMERGENCIES

AND

EMERGENCY SITUATION PROCEDURES

LIBRARY EMERGENCIES

I. MEDICAL ISSUES

First Aid

The West Chicago Public Library Staff will respond in an appropriate and considerate manner to provide assistance in the event of emergency to the level they are able.

Accidents/Incidents

Responses vary depending on the severity of injury. An incident report will be prepared and given to the Library Director.

Minor Injury

First Aid may be provided only by trained persons; therefore, outside assistance may be called. First aid kits are kept in all departments and are available when needed. A family member may be contacted at the discretion of the injured party.

Medical Emergency/Major Injury

Call 911 immediately.

- The Person in Charge (PIC) of the library staff will stay with the victim until help arrives and will assign someone to meet emergency personnel.
- Family will be contacted when possible.

Bloodborne Pathogen Safety

The Library will ensure periodic In-Service personnel orientation to eliminate or minimize biohazard exposure. Appropriate personal protective equipment (PPE) will be provided for assisting injured person(s) and handling contaminated materials.

In order to provide information and guidelines for employees to assist in minimizing the risk of contracting and/or spreading communicable diseases the library will:

- a) Identify, inform, and train all employees periodically regarding the communicable disease risks to which they may be exposed while performing their job duties.
- b) Manage the risks associated with bloodborne pathogens (BBP), aerosol transmissible diseases and other potentially infectious substances.
- c) Assist employees in making decisions concerning the selection, use, maintenance, limitations, storage and disposal of PPE.
- d) Protect the privacy rights of all employees who may be exposed to or contract a communicable disease during the course of their duties.

- e) Provide appropriate testing, treatment, and counseling should an employee be exposed to a communicable disease.

II. FACILITY ISSUES

Elevator (malfunction, etc.)

1. Instruct patron or staff in elevator to pick up emergency phone. Phone automatically connects to emergency services.
2. If the phone malfunctions, call 911 to rescue the patrons or staff in the elevator.
3. Remind patrons and staff to remain calm and that help is on the way.
4. Call Schindler Elevator (800) 225-3123 to get it repaired.

Burglar Alarm (panel in back entryway)

1. Key in your passcode and OFF to shut off system. Try more than once, if necessary.
2. If your passcode and the off button does not work, call Alarm Detection Systems (630) 844-6302 and give them your passcode

Gas Leak

1. If gas is detected, call 911 and evacuate immediately.
2. Assist and direct patrons to nearest exits. Help any disabled patron down stairs. **DO NOT USE ELEVATOR!**
3. **DO NOT USE OPEN FLAME** such as candles, matches, etc.
4. **DO NOT** turn electrical equipment such as lights, computers, etc. on or off.
5. Notify NICOR (888) 642-6748.
5. Follow Emergency Closing Procedure.
6. **DO NOT** re-enter the building until it has been inspected and declared safe to enter by emergency services.

Plumbing Problems (Burst Pipes, Sewer Backup, etc)

1. Notify the PIC immediately.
2. Do not disconnect any electrical equipment that is or may get wet. Move or cover materials and equipment to prevent them from getting wet.
3. Cordon off area from patrons using whatever means is available such as empty carts, ropes, etc.
4. Contact the plumber and Library Director as soon as possible.

Blackout/Power Outage (Affects heat, air, etc.)

1. Monitor local radio or Com Ed website to learn the scope and status of the problem.
2. Evacuate building: Use flashlights (know where they are located in each department!) to direct patrons to doors; calmly guide them from the building or to nearest stairway. **DO NOT USE ELEVATOR!** Staff should be stationed at top and bottom of stairs with flashlights and at exits. Emergency lights should go on automatically for a limited time to help with evacuation.

3. Unplug electrical equipment, especially computers, to reduce power load.
4. Determine if problem is internal (library) or external (ComEd). If internal, call Fitzgerald Electric (630) 513-7147 to begin repairs. If external, call ComEd 1 (800) 334-7661 to check how long before power will be restored.
5. If outage is expected to last more than an hour, the PIC will refer to the Emergency Closing Criteria to determine if closing is appropriate. If closing is deemed necessary, follow Emergency Closing Procedure.
6. Contact Police (630) 293-2222 to ensure that area is patrolled for safety and security.
7. Staff may use paper and flashlights to check out items to patrons.

III. FIRE EMERGENCIES / ALARMS

Fire Emergency

Call 911. All persons in the Library should exit the building in as orderly a manner as possible using the nearest safe exit.

Fire Alarm

Always presume fire is present until emergency services personnel determine that it is not.

A real fire alarm will make a horrendous noise and the sprinkler system should turn on.

1. Evacuate immediately. Assist and direct patrons to nearest fire exits. Help any disabled patrons down stairs. **DO NOT USE ELEVATOR!**
2. Check all areas (bathrooms, etc.) to ensure all patrons have evacuated the building. Staff members evacuate as soon as possible after patrons through nearest fire exit.
FOLLOW EMERGENCY CLOSING PROCEDURE.

If the fire alarm system does not sound and a fire is present, proceed according to the following plan as closely as possible:

1. Pull a fire alarm.
2. If possible, contain fire by closing the door to the area involved.
3. Trained staff members may use a fire extinguisher on small fires if an extinguisher is readily available.

Do not endanger yourself or a patron.

The building must be evacuated and the fire department notified when any fire is discovered, even if it is extinguished by a staff member.

The PIC will communicate the “all clear” to the rest of the staff once the “all clear” has been determined by emergency services personnel.

False Alarms Procedure

Fire Alarm (panel in front entryway):

A false alarm/trouble at panel alarm sounds like a smoke detector with a low battery – an annoying beeping from the alarm panel.

1. Get key to panel from Circulation Desk or key box in Staff Lounge (key #193). Open panel.
2. Press red ACK ALARM button. If that doesn't work, press other red ACK buttons until one does work to stop the beeping.
3. Press red Reset button.
4. Call EM24 to tell them that the alarm system is malfunctioning. Our alarm number is 619.
5. Tell Library Director or PIC so that they can arrange for the system to be repaired. (First Security)
6. If you have to close the library before the alarm is repaired, call the Police (630) 293-2222 to perform extra safety surveillance nightly until repaired. Also notify the Fire Marshall at the West Chicago Fire Department (630) 231-2123.

IV. NATURAL DISASTERS

Snow (Extreme Cold, Blizzard, Freezing Rain, Sleet, etc.)

1. If weather deteriorates and looks bad, close.
2. Monitor local media for information. Staff members relying on mass transit or residing more than 10 miles from the library will be considered first in case of an early closure. Staff person in charge may allow all personnel above the minimum required to remain open, to leave.
3. In extreme cases, the staff person in charge may decide to close the library. Emergency Closing Procedure will be followed.
4. If roads are closed, the Library may become a shelter. Look into local shelters that can accommodate patrons and/or staff overnight.
5. If caught in a blizzard or other extreme conditions, consult with city officials (PD/FD), exercise judgment in allowing residents caught in the storm to take shelter in the library.

Storms/Bad Severe Weather (Hail, Lightning, Tornados, Straight Line Winds, etc.)

1. Monitor local media about travel conditions and availability of scheduled transportation. Staff members relying on mass transit or residing more than 10 miles from the library will be considered first in case of an early closure. Staff person in charge may allow all personnel above the minimum required to remain open, to leave.
2. If necessary, move people to inner wall area or basement (using stairways, not elevator), away from windows and glass. Exercise judgment in allowing patrons caught in the storm to take shelter in the library.
3. Keep away from phones, electrical equipment, water faucets, sinks. **DO NOT USE ELEVATOR!**
4. In extreme cases, the PIC may decide to close the library. The Emergency Closing Procedure will be followed.

Tornado

Before:

1. Monitor local media and NOAA weather radio for information when skies look threatening and any time a tornado watch is in effect.

During:

1. Stay calm. Advise patrons not to leave the building
2. Move patrons to place of safety – closed stairwells, basement, along inside wall area, or under heavy furniture, away from windows and glass.
3. DO NOT USE ELEVATOR!

After:

1. Check for injuries. Call 911 for help immediately. If you know how, perform proper first aid as needed.
2. Follow the Emergency Closing Procedure, if necessary.
3. If damaged, have building inspected for safety before re-entering.

Flood

1. Monitor local media to learn scope of problem.
2. If there is time, evacuate patrons using the Emergency Closing Procedure.
3. Disconnect electrical equipment, if not wet.
4. Evacuate staff and close the building according to Emergency Closing Procedure.

Flash Flood

1. Move patrons to second floor. Help disabled patrons up stairs. DO NOT USE ELEVATOR!
2. Disconnect electrical equipment, if not wet.
3. Call 911 if unable to safely evacuate.

Earthquake

During:

1. Move patrons to place of safety, (closed stairwells, basement, along inside wall area, or under heavy furniture, away from windows and glass).
2. Stay calm. Do not allow patrons to leave the building.
3. DO NOT USE ELEVATOR!
4. Retrieve a flashlight, in case of electrical outage.
5. DO NOT USE OPEN FLAME such as candles, matches, etc. due to possible gas leaks.
6. DO NOT USE ANY ELECTRICAL DEVICES.

After:

1. Check for injuries. Call 911 for serious injuries or trapped persons. If you know how, perform proper first aid as needed.
2. Monitor local radio (WBBM AM 780, WGN AM 720, WDCB 90.9 ~~PF~~) for latest information. Follow the Emergency Closing Procedure.

V. SECURITY THREATS

Hazardous Materials Incident

1. Monitor local media for information and instructions.
2. Follow instructions carefully.

If told to evacuate:

1. Alert patrons, get them to leave the building and follow instructions given on the radio as to where to go.
2. Follow the Emergency Closing Procedure.

If told to take shelter indoors (shelter-in-place):

1. Keep patrons and staff inside in more protected, interior areas of the building.
2. Turn off the HVAC system.
3. Seal doorways and windows with plastic sheeting and thick tape. Seal all routes as efficiently as possible, including gaps under doors and windows with wet towels, plastic, and thick tape.
4. Close as many internal doors as possible.
5. Continue to monitor the radio for further instructions.
6. Do not allow patrons or staff to leave until emergency services personnel have said it is safe to do so.

Disturbances/Criminal Damage

If minor (rock throwing and localized vandalism):

1. Call 911 to report incident.
2. Alert Security Guard/Library Director.
3. Call handyman to repair any building damage promptly (after damage is report to police).

For a disturbance:

1. Call 911 to report disturbance.
2. Have security guard or police escort staff and patrons to their transportation, if needed.
3. Call the Police (630) 293-2222 and request increased daily surveillance to reduce risk of sabotage (if closed more than one day).

Active Shooter

If an active shooter is outside on the premises:

1. Lock down the building
2. Call 911 and move to a secure location away from windows until police take control of the situation and give the all clear.

If an active shooter is in the building:

1. Run away from the shooter and evacuate the building if possible. Call 911 as soon as it is safe to do so.
2. If unable to evacuate, hide in a secure location, if possible. Call 911 as soon as it is safe to do so.
3. If unable to hide, the last resort is to take action against the active shooter.

VI. EMERGENCY EVACUATION / CLOSING OF FACILITY

Emergency Closing Criteria

The PIC may contact the Library Director to determine the need for an emergency closing. If unable to contact the Library Director, or situation does not allow sufficient time to do so, the PIC will determine the need for an emergency closing. The following criteria may be used to determine if an emergency closing is necessary.

1. Does the situation pose a risk to patron/staff health and/or safety?
2. Is it safer to remain in the building during this situation?
3. Could travel to/from the building be hazardous for patrons and staff?
4. Will the situation affect the staff's ability to perform essential operations? If so, for how long? A Power outage of more than two hours' duration or when it is dark outside may necessitate an Emergency Closing.

Emergency Closing Procedures

1. Inform staff and patrons of emergency closing. Post signs at the entrance; on phone system and web site, if able to do so.
2. After the PIC determines that an emergency closing is necessary, he or she is responsible for contacting the Library Director as soon as possible.
3. Inquire with the West Chicago Police Department (630) 293-2222 and local Metra (312) 322-6777 (weekdays) or (312) 836-7000 (evenings & weekends) about travel conditions and availability of scheduled transportation. Help patrons to obtain route information if needed.
4. If the situation permits, stay with any patron who cannot leave due to lack of transportation. Help them to contact family or friends to get a ride.
5. Use phone tree to notify all staff of closing, when to report to work, and alert staff to monitor local media. Each department manager will be responsible for notifying his or her personnel or assigning someone to do the notification. This includes notifying library staff scheduled to work the next shift.

6. Staff should set alarms as usual when leaving unless prevented from doing so (i.e. power outage).
7. Notify West Chicago police (630) 293-2222 to patrol the area for security surveillance.

Staff Emergency Evacuation Assembly Point

In the event of an emergency evacuation, staff will assemble at:

1. Southeast corner of the parking lot (near the historical railroad depot). Primary
2. District 94 Administration Office. (Old Park District Building). Secondary
3. Park District (ARC) in the event the emergency situation affects other local assembly points.

Person in Charge (PIC)

The highest staff person present from the following list is the PIC. The PIC is expected to oversee the proper execution of the procedures in this policy and use his or her best judgment in any emergency situation.

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| 1. Library Director | 5. Manager of Technical Services |
| 2. Manager of Youth Services | 6. HR/Facilities Manager |
| 3. Manager of Circulation Services | 7. Senior Reference Librarian on duty |
| 4. Manager of Adult Services | |

EMERGENCY TELEPHONE NUMBERS

ALARM SYSTEM	First Security	(630) 961-5900
ALARM SYSTEM DOOR ALARM CODES	Alarm Detection Systems	(630) 844-6302 Acct # 1100-1618
BOARD UP SERVICE	USA Board-Up & Glass	(800) 501-3046
ELECTRIC	ComEd	(800) 334-7661
ELECTRICIAN	Fitzgerald Electric	(630) 513-7147
ELEVATOR	Anderson Elevator	(708) 345-9710
FIRE	West Chicago Fire Department	911 or (630) 231-2123
FIRE ALARM EMERGENCY/ FALSE ALARM	EM24	(773) 777-0707 Alarm #619
GAS	Nicor	(888)-642-6748
PLUMBER	Mendel Plumbing	(630) 377-3608
POLICE	West Chicago Police	911 or (630) 293-2222
PROFESSIONAL CLEAN UP	Buck Services	(800) 427-6643
SECURITY MONITOR	Andy Frain	(630) 885-8648

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