

**SYRACUSE-TURKEY CREEK TOWNSHIP
PUBLIC LIBRARY
Emergency & Safety Plan**

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EMERGENCY CONTACTS

Name	Title	Phone	Responsibility
Kim Blaha	Library Director	574.621.3904(cell)	Contact in case of any emergency
Katie Moran	Asst. Director	574.527.4902	Emergency contact #2
Becky Brower	Adult Services Librarian	574.529.1970	Emergency contact #3
Margo Wilson	Children's Librarian		Emergency contact #4
Richard Oliver	Building Damage	574.529.1477	Assess damage/recommend repairs

EMERGENCY SERVICES

Service	Name	Non-Emergency	Emergency
Alarm Company	Cottage Watchman (Acct# SLD140194)	574.594.2685	
Building Maintenance	Richard Oliver	574.529.1477	
Electric	NIPSCO	800.464.7726	800.464.7726
Fire Department/Ambulance	Syracuse Fire Department	574.457.4100	911
Gas	NIPSCO	800.464.7726	800.634.3524
Insurance	Northern Lakes Ins. - Mark Atkinson	574.457.5931	
Police	Syracuse Police	574.457.3366	911
Technology	Chester - Pete Newcomb	866.307.7323	219.204.1863
Water	Syracuse Public Works Dept.	574.457.3229	
Servpro of Kosciusko County	Fire&Water damage/Document drying/Restoration	574.306.4134	

FACILITY SERVICES

Service	Name	Non-emergency	Emergency
Copier	Advanced Imaging Solutions	800.332.6793	
Building Maintenance	Richard Oliver	574.529.1477	
Electrician	Chuck Runyon	574.371.5684	
Alt. Electrician	Leamon Electric	260.625.6226	
Elevator	AA Lifts	260.482.5555	
Locksmith	Trinity Lock Service	574.834.3114	
Plumbing/Heat/ Air Conditioning	Metcalf, Payne, & Bell	574.834.2941	574.518.1278
Snow Plowing	Kline Excavating	574.457.4658	
Snow Shoveling	Franz Brower	574.457.2216	

EMERGENCY PROCEDURES

MEDICAL EMERGENCY

1. Call another staff member for help.
2. Render the minimum first aid necessary and decide what else is required.
3. If it is deemed necessary, call 911.
4. Do not attempt to move a person who has fallen and who appears to be in pain.
5. Avoid unnecessary conversation with or about the injured person- this may add to the person's distress or fears, increasing the risk of medical shock.
6. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
7. Under no circumstance should a staff member discuss any insurance information with members of the public.
8. After the incident is resolved fill out an incident report. (Appendix A -forms)
9. Give the incident report to the Library Director.

FIRE ALARM

If the alarm is triggered the following will happen:

The Alert Center will automatically send the fire department. The Alert Center will call the library or Director depending upon the time of day.

If the fire alarm goes off during library hours, one person on each floor should check their area for fire.

In case of fire (including chemical fires)

The highest ranking staff member from each floor is responsible for insuring that everyone in the area evacuates the building.

1. Call the fire department or 911.
2. Notify your supervisor of the location and extent of the fire.
3. If the fire is small, attempt to put it out with a fire extinguisher. DO NOT jeopardize your personal safety.
4. Evacuate the area if you are unable to put out the fire - clear the floor of all staff and patrons.
6. Use stairs, not elevators. Don't let the fire come between you and an exit.
7. As you exit, quickly check nearby restrooms, closets, offices, or other closed areas.
8. Accompany and help patrons and/or staff who appear to need direction or assistance.
9. Only take personal items with you if they are easily accessible. Leave everything else.
10. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
11. Turn off computers if time allows and/or disconnect any electrical equipment that's on fire if it is safe (pull the plug or throw the circuit breaker).
12. Before opening any door, touch near the top. If the door is hot or smoke is visible, don't open the door.
13. Move as quickly as possible to the parking lot on Main street (across from the front entrance)
14. Wait until re-entry is cleared by the Fire Department.

FALSE ALARM

If no fire is present, turn off the alarm and call the fire department to cancel the alarm: 457- 4100
If needed, reset the fire alarm

If the pull switch of the fire alarm is triggered:

1. Turn screw in the top counterclockwise to release the box at the top.
2. Pull down the front of the red box.
3. Flip switch in the box to the "off" position.
4. Go to the Fire Alarm reset box in the Mechanical room (located to the right of the elevator cabinet about 7 feet up on the wall).
5. Find the pad which shows choices of actions to take on the left side
6. Push the RESET button
7. If the alarm is cleared there will be silence. If not, the alarm will go off again in about 20 seconds.
8. Push SILENT ALARM to shut this off and to find the source of the problem.
The ZONE BOX in the front entryway will show which area is having a problem.

*Call Cottage Watchman to let them know there is a false alarm and to answer any questions: 574.594.2685

*All fires, no matter how small must be reported to the library director.

SECURITY ALARM ISSUES

* Notify the Library Director (by phone if the director is not on the premises) for instructions. If the director is unavailable, contact one of the alternate emergency contacts listed on page 1.

* If necessary, call Cottage Watchman for instructions/assistance 574.594.2685

POWER OUTAGE

1. Provide assistance to patrons and staff in your immediate area.
2. If you are in an unlighted area, proceed to an area that has emergency lights.
3. If possible, check <https://m.nipsco.com/viewcurrentoutagesmap> on a cell phone to see the extent of the outage and when power is estimated to be restored.
4. Notify the Library Director (by phone if the director is not on the premises) for instructions.
5. If you are in the elevator, use the emergency phone to notify someone at the circulation desk.
6. If instructed to evacuate, go to the designated area.
7. Secure the building.
8. In the case of a power outage, the alarm will not function. Make sure that the doors are all locked. The library director can set the alarm remotely if necessary.

To check out materials when there is no power, check the circulation procedures instructions.

INCLEMENT WEATHER

Tornado Watch (Conditions are right for a tornado to occur)

Lead staff member on each floor will coordinate with the following:

1. Have the battery powered weather radio tuned to NOAA (batteries in Bric-A-Brac drawer in Tech Services office)
2. Assign one staff member to monitor weather online (www.weather.com)
3. Continue the operation of the library
4. Locate battery powered flashlights

Tornado Warning (a tornado has been spotted in the near vicinity)

Lead staff member on each floor will coordinate the following:

1. Direct all staff and patrons to designated safe areas in the lower level: Bathrooms by the elevator, Staff restroom, or Meeting room
2. Turn off computers.
3. Take battery powered radio and flashlights to the safe area

When tornado sirens sound, all staff and patrons in the library must stay in safe areas until an all-clear is given.

FLOODING OR WATER DAMAGE

1. Notify your supervisor.
2. Give the exact location and severity of the leak. Indicate whether any part of the collection is involved or is in immediate danger.
3. Do not walk in standing water which may be in contact with wiring. If there is electrical equipment or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident in your ability to stop it (unclog the drain, turn off the water, etc.) do so cautiously.
5. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to reduce immediate water damage: cover shelves with plastic sheeting, carefully remove materials to a secure location only if they are dry. Do not remove materials that are already wet.

CHEMICAL SPILLS

Inside the building:

1. If toxic chemicals come in contact with any part of your body, immediately flush the affected area with clear water.
2. Notify your supervisor of the type of chemical, extent and location of the spill.
3. If there is danger of combustion or toxic fumes, evacuate your area and alert staff.

Outside the building:

1. Notify your supervisor.
2. Call Fire department to give the location of the spill.
3. Evacuate the building only if instructed to do so by Police or Fire Department officials.

EARTHQUAKES

In the event of an earthquake:

1. Stay in the building. Take shelter within a doorway, in a narrow hallway, or under a heavy table or desk.
2. Stay away from windows, mirrors, overhead light fixtures, filing cabinets, bookcases, and electrical equipment.
3. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks
2. Listen to local radio station for instructions
3. Assist those who have been trapped or injured. Do not move seriously injured persons unless they are in obvious, immediate danger (fire, building collapse, etc.)
4. Evacuate the building if safe to do so. Do not re-enter the building until it has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use an open flame for light since there may be flammable gas in the air.
6. Shut off utilities at main valves or meter boxes. Turn off computers and appliances.
7. Only use the phone in a dire emergency. The lines should be kept open for emergency operations.
8. Ensure that sewer lines are intact before running water or flushing toilets.

THREATS - PHONE / BOMB / MAIL / SUSPICIOUS OBJECT

Phone

1. Listen carefully. Be polite. Note the caller's gender, age, voice, accents, and any background noise.
2. If possible, signal a colleague to inform a supervisor, but don't discuss the threat with other staff or patrons.
3. Promptly write down as many details as you can about the call.
4. Call the police.
5. If evacuation is ordered, go to the designated area (parking lot across Main St. from the front entrance of library) and wait until officials clear the building for re-entry.

Suspicious mail, package, or object

1. Do not handle or go near the item and keep others away from it.
2. Notify a supervisor.
3. Call police.
5. Promptly write down everything you can remember about finding or receiving the item.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to the designated area and wait until officials clear the building for re-entry.

DISRUPTIVE PERSON

- A person who makes threats of physical harm to you, others, or themselves.
- Someone who is brandishing or holding a weapon.
- An individual who behaves in a bizarre manner or exhibits unstable behavior.
- Someone who appears to be intoxicated or under the influence of a controlled substance.

If you notice or are confronted by a disruptive person

1. Notify a supervisor.
2. If you are in the Children's Department, use the Panic button located under the desk to call someone upstairs for assistance.
3. If the situation is deemed potentially dangerous, someone should contact the police immediately.

Follow these protocols until police arrive:

1. Take note of the person's age, personal appearance, clothing, vehicle, or any other identifying information.
2. Express your authority with non-verbal cues: Sitting or standing up straight, squaring your shoulders, smiling and making eye contact, speaking clearly and distinctly, in a normal tone of voice. Don't glare, sigh, or shout at the person.
3. Respect the individual's personal space - don't stand too close or touch them.
4. Use anger management tactics: Get their attention, use their name if you know it.
5. Acknowledge their feelings; paraphrase what they have to say so they know you are listening.
6. Offer them a chair or move them away from other patrons if possible.
7. Offer to help them - use the word "we" to include them in the solution process.

PANIC BUTTON

Use only in an emergency.

A panic button is located under the circulation desks. The panic button only alerts staff upstairs or downstairs that assistance is needed - it does not call police or fire.

If you hear the panic button alarm:

- Staff at the desk should view the security images to assess the situation and be prepared to call 911 if needed.
- Go help if it is safe to do so.

LOCATION OF EMERGENCY SYSTEMS (see map on next page)

SHUT OFF VALVES - Downstairs

Water: Mechanical room

Electrical: Mechanical closet

Gas: Mechanical closet / Mechanical room

Heating/Cooling system: Mechanical closet

RESET BOXES - Downstairs

Elevator: Mechanical room

Alarm: Mechanical room

KEYS - Upstairs: Rosalyn Jones storage room

FIRST AID KITS

- **Upstairs:** Staff workroom

- **Downstairs:** Staff breakroom / Children's desk

FIRE EXTINGUISHERS

- **Upstairs** Next to elevator / Rosalyn Jones room / Main Street entrance doors

- **Downstairs** Meeting room / Near children's bathrooms

FIRE ALARM PULL BOXES

- **Downstairs** Mechanical room / Children's dept. / Harrison Street entrance

- **Upstairs** Rosalyn Jones room / Main Street entrance doors

FIRE ZONE BOX - on the wall just inside the Main Street entrance

BREAKER BOXES

- **Downstairs** Mechanical room / Mechanical closet / Meeting room

- **Upstairs** Rosalyn Jones room (stairs exit) /

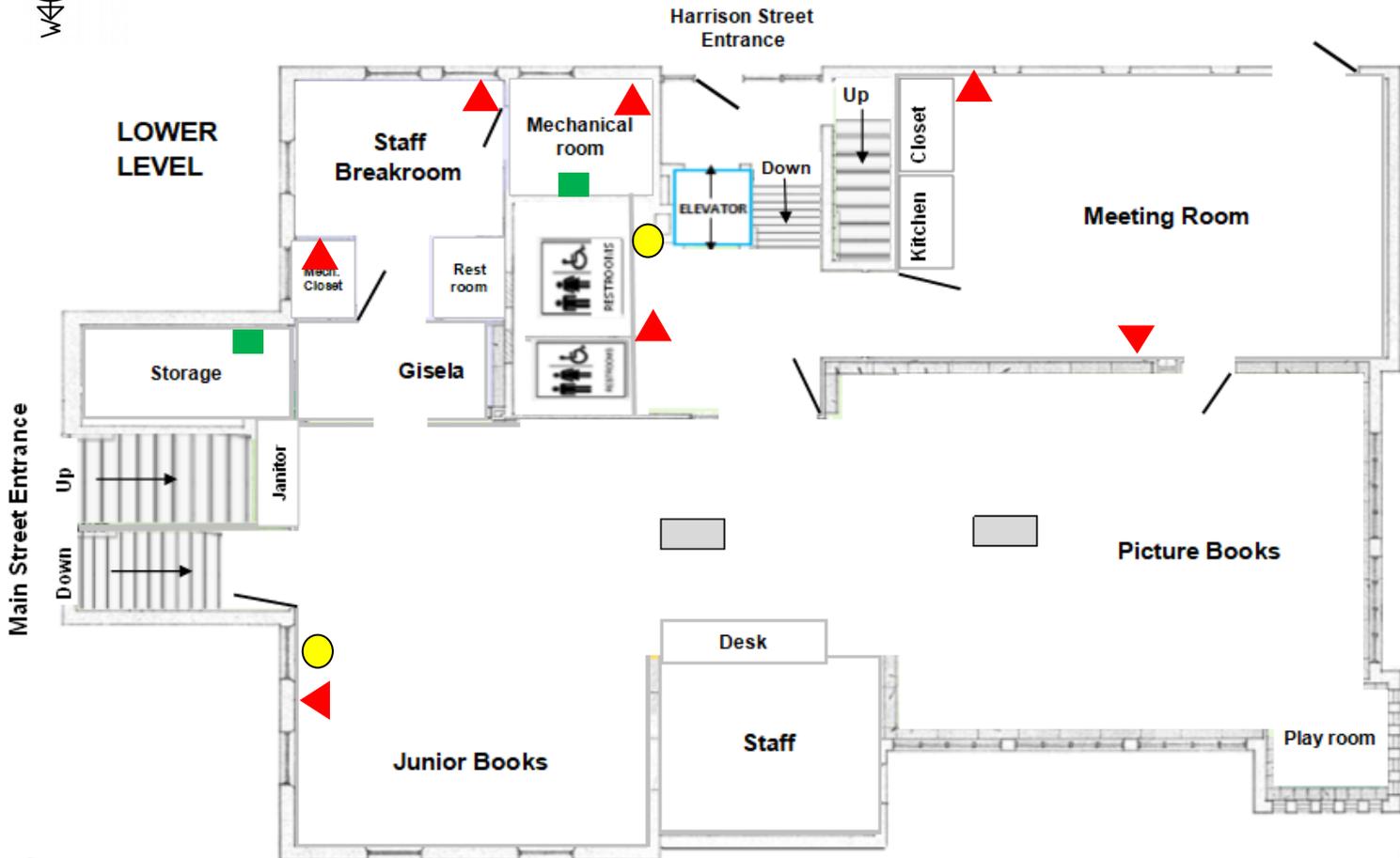
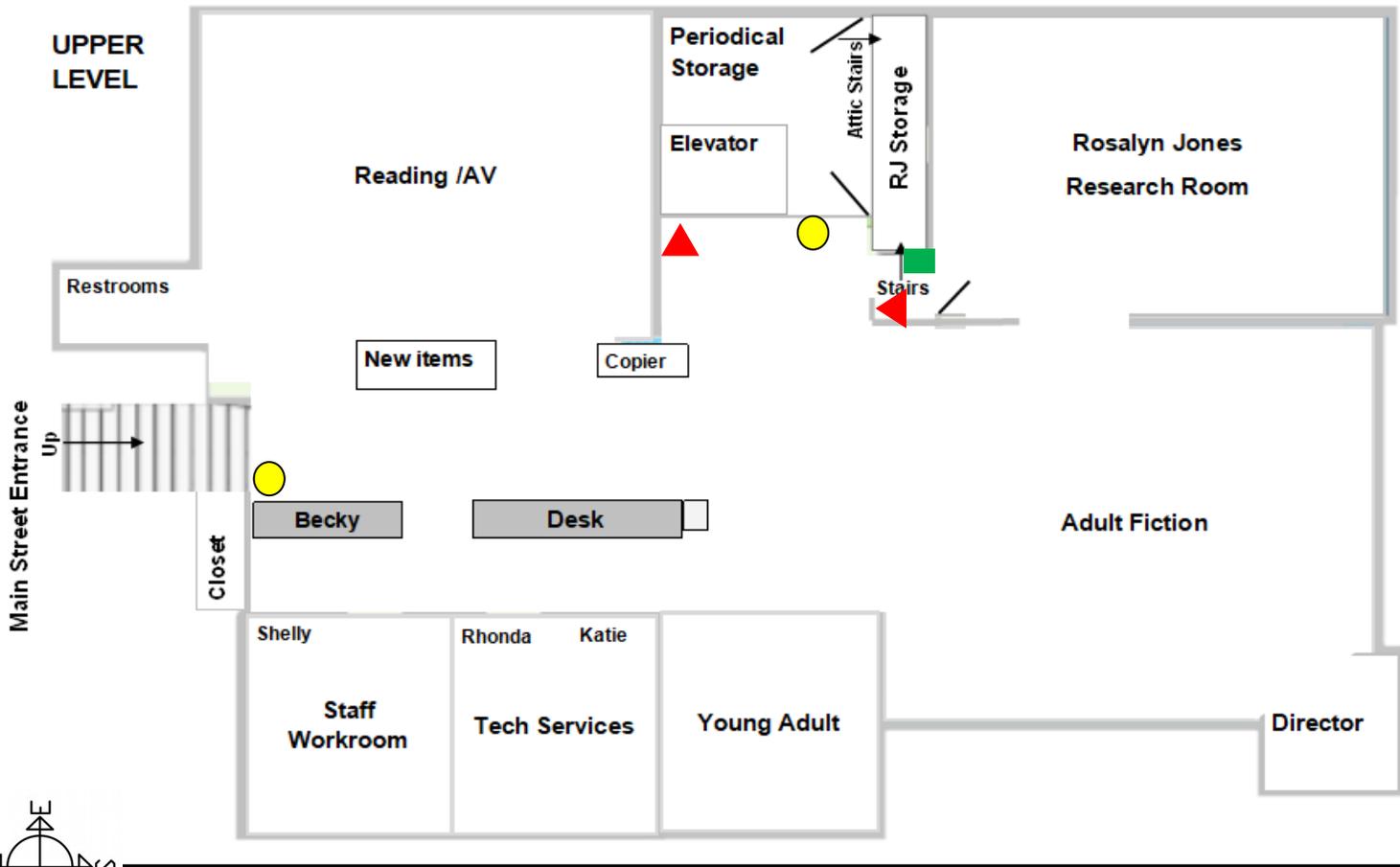
- **Attic** Furnace room

WEATHER RADIO - Upstairs: Staff workroom

ALARM ARM/DISARM BOX - Downstairs: Meeting Room

PANIC BUTTON - Upstairs and Downstairs under the circulation desks

 Fire Extinguisher
  Fire Alarm pull box
  Breaker/Fuse box



SYRACUSE-TURKEY CREEK TOWNSHIP PUBLIC LIBRARY INCIDENT REPORT

Date _____ **Time** _____

Name of person(s) involved in the incident _____ **Staff** ___ **Patron** ___

Staff member responding _____

Description of incident _____

Witnesses _____

Actions taken _____

By signing this document, I acknowledge that I have read and understood the information contained herein

Employee _____ **Date** _____

Manager(if applicable) _____ **Date** _____