

# Evacuation Procedures

Each library is responsible for preparing a written evacuation plan for an orderly exit from the building by patrons and staff in an emergency. It should identify who is responsible and what action should be taken. On the following pages are basic procedures for Fire, Tornado, and Assault. In your evacuation plans for a fire, include evacuation procedures for the Disabled.

Suggested elements to be included in the plan:

1. The person designated to call 911.
2. The person designated to:
  - a. Know which doors to exit safely
  - b. Assist patrons in leaving
  - c. Check public rest rooms and meeting rooms
  - d. Check offices, workrooms and staff rooms
  - e. Clear patrons from public areas.
3. Deployed staff leave the building when they have completed their designated assignments.
4. Volunteers, part-time staff, and full-time staff without assignments leave the building immediately.
5. All staff reunite at a prearranged site well away from the building.
6. Staff do not stop for purses or coats. Once they leave they do not return until directed to do so by emergency personnel.

# Building Emergencies

## Fire Alarm/Actual Fire

The purpose of DeSoto Parish Library Fire alarm procedures is to outline how the staff and patrons are to respond to a fire alarm and an actual fire.

### I. POINT OF CONTACT

Managers  
Director

### II. DEFINITIONS

Fire Alert System is an audio and visual alert system that is located throughout the building.

### III. PROCEDURES FOR A FIRE ALARM of FIRE EVACUATION

1. Branch manager will be responsible to delegate staff responsibilities.
2. Staff will clear all public areas, including book store and restrooms, will guiding patrons to exits and walking to the back part of parking lot of Building to gather as a group.
3. Any staff not in their normally designated areas will assume the evacuation responsibilities of their current location.

NOTE: Staff will assist handicap persons to the exits. During evacuation two or more staff members who are willing and able will be assigned to assist colleagues/patrons with disabilities.

### IV. SHELTER LOCATION

#### BACK PORTION OF PARKING LOT OF BUILDING

Branch Managers or supervisors shall be responsible for accounting for their staff before leaving the scene.

### V. TERMINATION OF FIRE ALARM

When the supervisor in charge has received the “all clear” message from the Fire Department, they will notify the staff who will then inform patrons. If there has been an actual fire, library management will give further information to staff and patrons as to closure.

***Practice a fire drill yearly.***

# Building Emergencies

## Tornadic Activity

The purpose of DeSoto Parish Library Tornado Weather is to outline how the staff and patrons are to respond to a fire alarm and actual tornado watches, tornado warnings, and actual tornadoes.

### I. POINT OF CONTACT

- Managers
- Director

### II. DEFINITIONS

Weather Alert System is a radio alert system that is located in the Circulation area. The system is activated with an alarm tone followed by a verbal message by the National Weather Service with the current weather conditions.

CONTACT PERSON - the person in charge on that day is responsible for receiving and disseminating all messages received over the Weather Service.

### III. TORNADO CONDITIONS

**TORNADO WATCHES:** are issued by the National Weather Service to identify areas where conditions are favorable for tornado formation. A watch is an alert that tells staff to continue with their daily routine, but to be ready to respond to a warning.

**TORNADO WARNINGS:** are issued by the local National Weather Service and means a tornado has been sighted or indicated by weather radar. Persons close to the storm should take shelter immediately, and remain there until the U.S. Weather Service warning has expired.

### IV. NOTIFICATION OF WATCH CONDITIONS

Upon receiving notification of a tornado watch, the following steps will be taken:

1. The staff person in charge will be responsible to disseminate the message to all staff.
2. Staff will continue to monitor the alert system for any updates and if there are any changes in the conditions.

**V. NOTIFICATION OF WARNING CONDITIONS**

Upon receiving notification of a tornado warning, by any warning notification system, (Radio alert system or staff person in charge, etc.) the following steps will be taken.

1. Staff person in charge will then notify the staff that a tornado warning has been issued. Take shelter immediately.
2. It is mandatory that all operations ceases and direct their staff and patrons to designated shelter area. Staff must move everyone away from any window glass.
3. Staff will assist handicapped persons to the shelter area as quickly as possible. During evacuation two or more staff members who are willing will be assigned to assist colleagues/patrons with a disability.

**FOLLOWING IS A LIST OF SAFE SPOTS:**

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**All patrons and staff will take shelter in the designated “safe spots.”**

**VI. STAFF DUTIES / GENERAL PUBLIC**

1. All entrance doors will be left unlocked and all interior doors that are open may be left open.
2. If security is available, he may post signs at front entrance door indicating that shelter is located at the lower level friends book storage area inside the garage.
3. Members of the public (patrons) will be advised of designated shelter areas. The use of these areas by the public is at their discretion. The public will be required to leave the building if they do not choose to go to the shelter area.
4. The staff person in charge, security, and management will check restrooms / assure all public and staff are in the shelter areas. They will continue to monitor weather conditions by electronic means in a safe area and keep the staff updated. The staff person in charge will have in hand the portable weather alert monitor.

## **VII. TORNADO DAMAGE / INJURY**

In the event of actual tornado damage to the library facilities, library director shall be responsible for making this notification. If the director is not available, notification will be made by staff person in charge. Branch Managers shall be responsible for accounting for their staff before leaving the scene.

## **V. TERMINATION OF WATCHES AND WARNINGS**

1. When the staff person in charge has received the “all clear” message, he/she will notify the staff.
2. To confirm that the warning has expired staff person in charge should call Fire Department dispatch.
3. Staff will return to their regular duties when the watch or warning has expired, followed by the patrons.

***Practice a fire drill yearly.***

# Building Emergencies

## Assault

The purpose of DeSoto Parish Library Assault procedures is to outline how the staff and patrons are to respond to an assault involving either a patron or a member of staff.

### I. POINT OF CONTACT

- Managers
- Director

### II. PROCEDURES FOR AN ASSAULT

1. Call 911 if deemed necessary
2. Provide appropriate intermediate attention to injured and manage surroundings. If safe to do so, remove the victim to a more private area of the Library.
3. Administer first aid if needed. First aid kits are located in location's Workroom.
4. Report all details (what happened, who was involved and actions taken) to Branch Manager and director promptly.
5. Things to observe: description of assailant (height, clothing, distinguishing features), location. If assailant left the building on foot, give direction of travel. If assailant leaves in a vehicle, note type of vehicle, license number and direction of travel.
6. Complete Incident Report.

# Building Emergencies

## Emergency Closings

**Date Policy Approved: March 23, 2017 by DeSoto Parish Library Board of Control**

When it is determined by Administration that an emergency situation exists or is impending (e.g., weather, temperature control failure, etc.) and when they deem it is best for the safety, health and general welfare of the public and the staff, they may authorize the closing of library.

If the decision to close is made prior to the branch opening, staff will be called and told not to report to work.

If the decision to close is made after the library has opened, full-time and part-time staff members who are scheduled to report later in the day will be notified of the closing time.

Staff will not be charged for lost time in this event. Hourly personnel who come in and work part of their schedule during these periods will be paid for their normal schedule even if the library closes early.

During adverse weather conditions, scheduled meetings will not be held.

Although it is unrealistic to assume that every staff member will agree with Administration's decision every time, obligations for public service and the safety of the staff are considered in making decisions about library closings.