

07/15/2024 | Revision 04

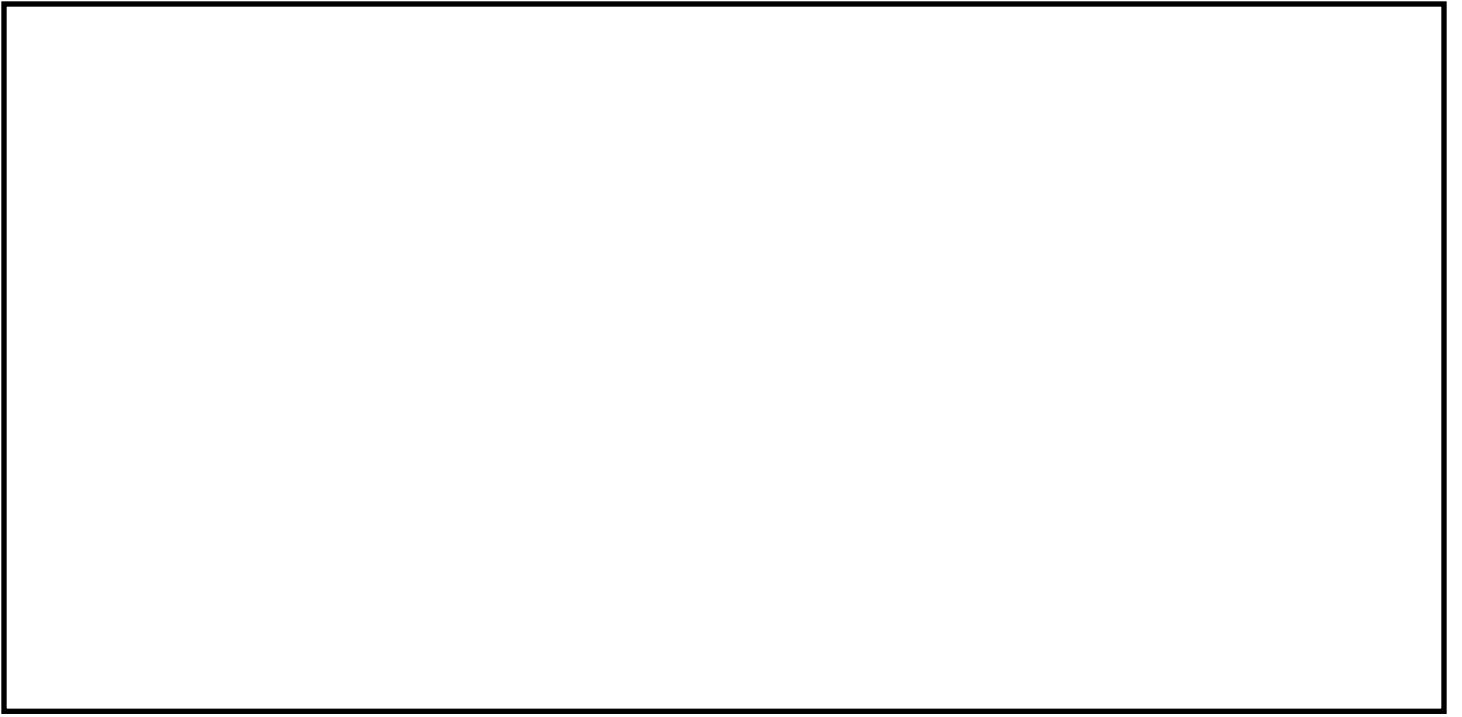
Should an emergency arise, the following policies and procedures shall be followed to handle the situation at hand. The overriding concern shall be the safety of as many individuals as possible. Order is needed throughout any such event.

Staff members shall be familiar with the layout of the building, evacuation procedures and any potentially hazardous materials. They should know the location of fire extinguishers, first aid kits, and emergency numbers. Security checks should be done at closing to ensure all exits and windows are locked, all equipment is turned off, and all patrons have exited the building.

Staff members are required to complete an Incident Report following any disasters or occasions where first aid is administered.



Disaster Plan



If you receive a bomb threat by telephone:

- ✦ Keep the caller on the line as long as possible.
- ✦ DO NOT transfer the call or interrupt the caller.
- ✦ Notify the Library Director or designee.
- ✦ Call or have someone **nearby call 911**. Do not hang up until directed to do so by emergency personnel.

Follow the instructions on the Bomb Threat Call Procedures **posted near all telephones or on the back-side of this flip chart.**

If you are informed about a bomb threat:

- ✦ Verify that a staff person has called 911.
- ✦ Scan the building and calmly ask all persons inside to leave (flip over for hearing impaired).
- ✦ Evacuate the building and meet fellow staff members at the mailbox for further instruction.

Bomb Threat

For your safety, we are clearing
the building. Please calmly and
immediately make your way to
the nearest exit and leave the
library grounds.

Biological threats may include the following substances:

- **Chemical:** Any substance designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors, such as mustard gas, nerve agents, and sarin gas.
- **Biological:** Any substance involving a disease organism, such as smallpox, botulism toxin, anthrax, and ricin
- **Radiological:** Any substance designed to release radiation.

For chemical, biological, or radiological contamination:

1. Isolate it—don't handle it.
2. Evacuate the area or building (using prompt on the backside).
3. Wash your hands with soap and warm water.
4. Call the police or have someone call the police by dialing 911. Do not hang up until directed to do so by emergency personnel.

Contamination: Chemical, Biological, or Radiological

For your safety, we are clearing
the building. Please calmly and
immediately make your way to
the nearest exit and leave the
library grounds.

The first indication we may have of a strong earthquake is a violent jolt accompanied by a low rumbling noise like thunder. Staff should be aware of the following situations and take measures to avoid the danger caused by them:

- Freestanding cabinets, bookshelves, desks, etc... may fall over.
- Wall mounted objects may shake loose.
- Ceiling fixtures may fall.
- Doors may jam shut.
- Windows may break, sending flying glass into the room.
- Intense noise level may cause distress to patrons, especially children.

In the event of an earthquake, use the prompt on the backside, showing to those hearing impaired.

During an Earthquake: 1. Share the prompt on the backside with patrons, showing to those hearing impaired. 2. Crawl beneath a sturdy table. 3. Place head between knees and cover with arms. 4. Make patrons wait until staff or emergency personnel has checked the area for safe exit.

Following an Earthquake: 1. Evacuation will be accomplished as soon as possible. Everyone should proceed with caution in the event of extensive or dangerous structural damage. 2. General first aid will be provided. 3. Small fires shall be extinguished with the fire extinguisher. 4. Gas, water, and electrical hook ups should be turned off when convenient and safe to do so. 5. Account for staff and patrons. 6. Be prepared for aftershocks by following the procedure stated above.

Earthquake

We are experiencing an earthquake. Please take cover under a table or desk and cover your head. Face away from the windows. Stay in this position until the shaking stops.

During an Evacuation:

1. Patrons and staff should evacuate the library using the fastest route possible. Follow the signs and maps that lead to the nearest exit.
2. Staff should make an announcement to evacuate the library as soon as the need arises. Staff members will approach patrons calmly and direct them to the nearest exit, using the backside for hearing impaired.
3. Staff will sweep the children's area, adult area, and bathrooms on their way out the door.
4. All staff and patrons will meet at the mailbox on the southwest corner of the library property and make sure everyone is accounted for while waiting for emergency personnel to arrive.

Evacuation

For your safety, we are clearing
the building. Please calmly and
immediately make your way to
the nearest exit and leave the
library grounds.

In the event of a fire, staff should remain calm. All staff should be familiar with fire extinguisher operating procedures in advance. The fire extinguisher is located on the south wall next to the main interior exit doors.

During a Fire:

1. Call 911.
2. Alert patrons and assist them in exiting the building using backside for hearing impaired. All persons inside should meet at the mailbox on the southwest corner as a safety check (take a head count).
3. If reasonable, a staff member will use fire extinguisher to contain the fire.
4. While outside, keep all patrons and staff at a safe distance until emergency personnel arrive.

Fire

We have a FIRE, we need you to follow everyone outside and meet at the mailbox on the southwest corner.

If someone has been seriously injured, please call 911.

1. Inform the dispatcher of your location.
2. Report the problem.
3. Send someone out to meet emergency personnel and direct them to the location of the victim.
4. Check the victim for any "Medical Alert" identification, such as: a wristband, necklace, or wallet card. Point this out to emergency personnel.

Two first aid kits are available in the library. One for minor injuries and one for major blood/fluid spills.

In case of emergency:

1. Call for help
2. Give the victim the first aid kit to administer self-care first aid.

First aid kit is located at the circulation desk and contains basic first aid materials including but not limited to:

Band-Aids

Alcohol prep pads

Cold compress

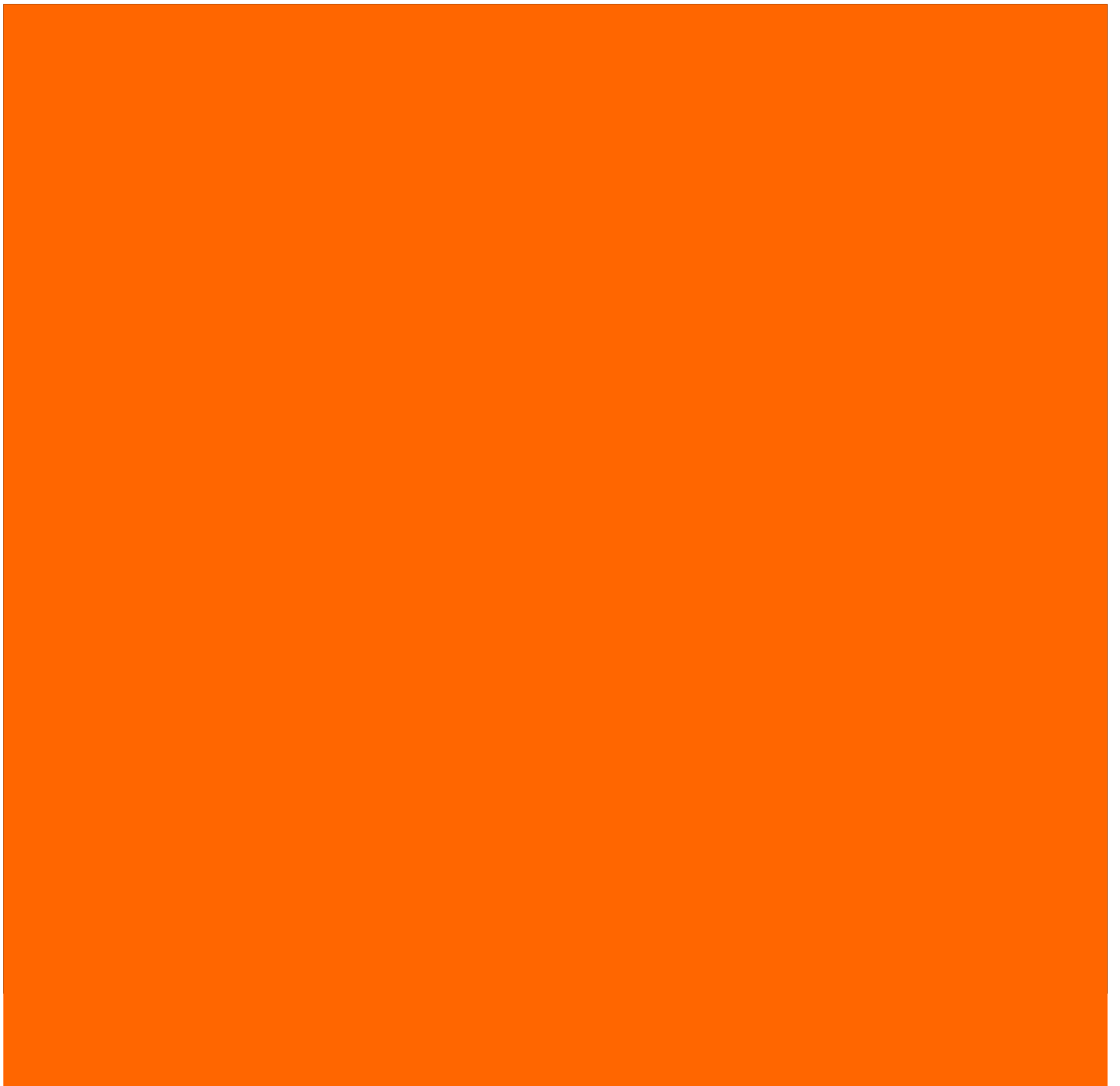
Gloves

Gauze pads

Basic ointments and medications.

If any additional bodily fluids are left to be cleaned up, staff should use the Bloodborne Pathogens approved kit located also under the front desk.

First Aid



Sabotage is the destruction of Library property (buildings, materials, books) or other treacherous action intended to obstruct, hinder, or defeat normal operations.

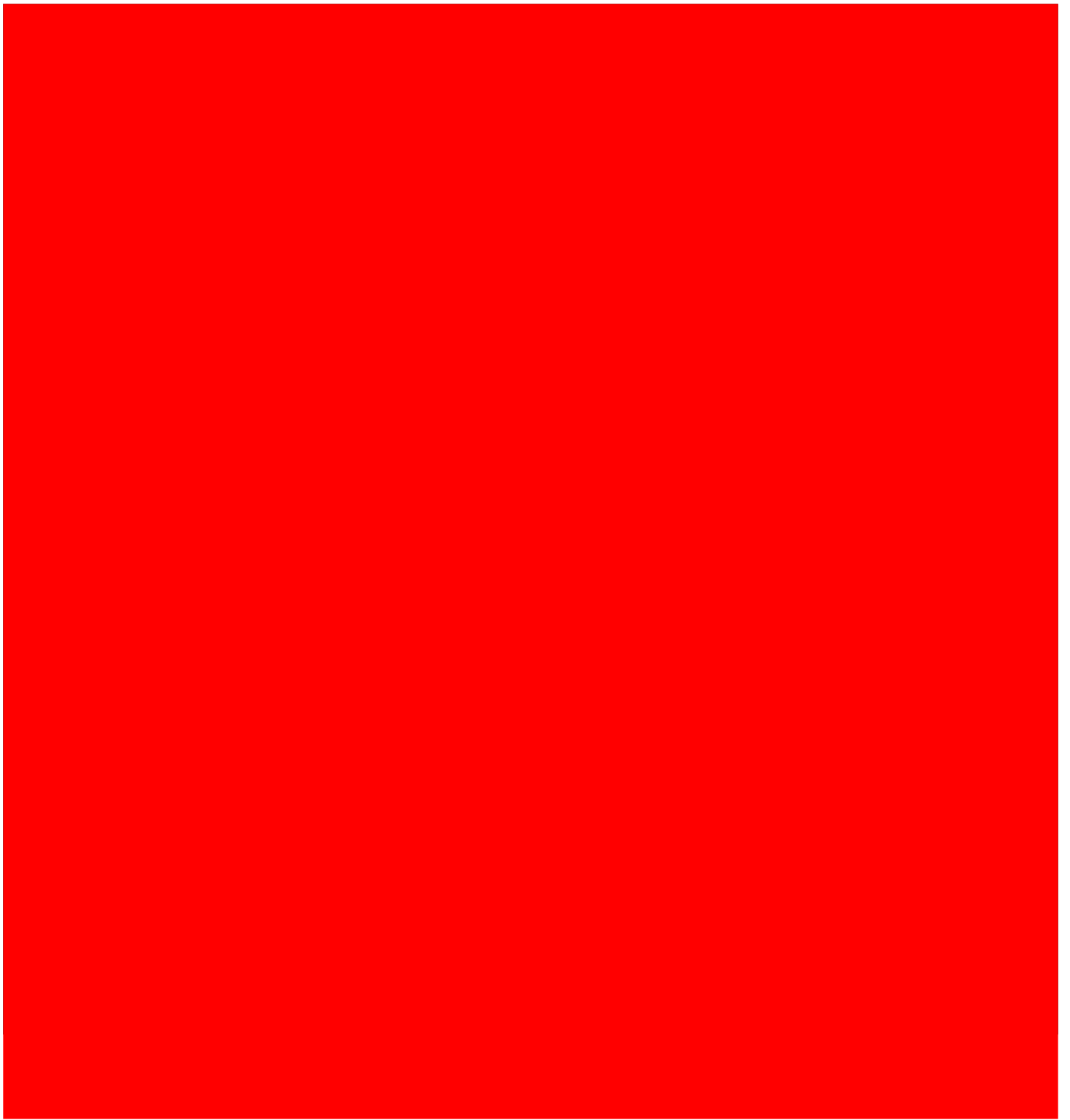
Vandalism is the willful or malicious destruction or defacement of public or private property.

Theft is the intentional and fraudulent taking of library or personal property, without permission or consent.

If you observe will malicious actions or notice damage that you determine to be sabotage or vandalism:

1. Report it immediately to the Library Director.
2. Include as much information as possible.
3. If the Director is unavailable, consider reporting it to the police.

Sabotage / Vandalism / Theft



The Library is located in one of the nation's most tornado-prone regions. During April, May, and June, we must be very aware of weather conditions as these are the months most likely to produce a tornado. Tornadoes are characterized by funnel-shaped clouds, excessive wind, hail, and severe thunderstorm conditions.

During a TORNADO WATCH:

1. Monitor weather stations/apps for a TORNADO WARNING.
2. Be prepared to move to safety.

During a TORNADO WARNING:

1. Staff shall direct patrons to seek shelter in the **men's restroom**, using the prompt on the back side for hearing impaired.
2. Staff and patrons shall seek shelter away from exterior walls and windows because of the danger of falling walls and shattering glass.
3. Lie flat and face-down, protecting the back of your head with your arms until the warning has passed.



Tornado

A Tornado Warning is in effect. Please proceed to the Men's Restroom for shelter. Lie low and cover your hands covering the back of your neck until the warning has expired.





State of Illinois
Illinois Terrorism Task Force

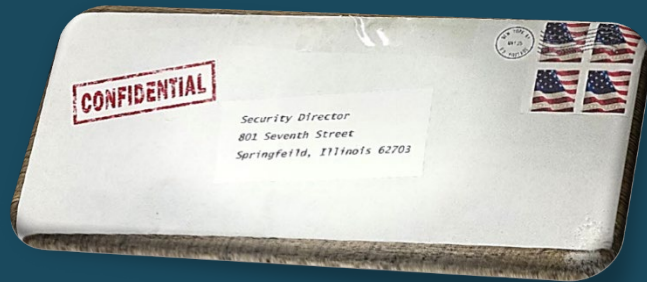
SUSPICIOUS MAIL AND PACKAGES

Indicators and Threat Checklist

Suspicious packages and letters can come in a variety of shapes and sizes and may appear to be harmless. Certain characteristics of mail or packages could lead the recipient to become suspicious of the item.

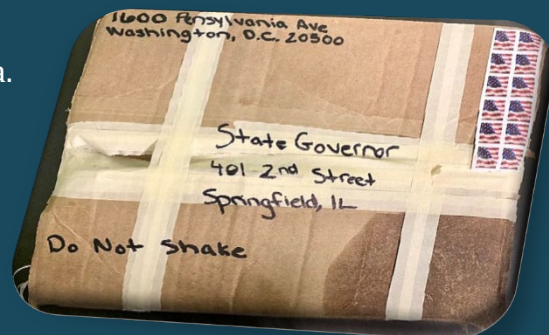
Characteristics of Suspicious Letters and Packages

- Computer generated label on letters; handwritten addresses on packages
- Excessive postage; non-cancelled postage
- Generic or incorrect title
- Lopsided and uneven
- Misspelled words
- Missing or unknown return address; nonsensical return address
- Oily stains
- Protruding wires
- Restrictive markings; handwritten notes
- Sealed with tape; excessive tape
- Unknown powder or substance



How Should I Handle A Suspicious Letter or Package?

- Do not touch, move, or open.
- Stay in the immediate area unless explosives are detected or signs or symptoms of exposure develop. If the item indicates it contains an explosive, evacuate the area.
- Notify your immediate supervisor.
- Isolate the letter or package and close off the area.
- Wash your hands with soap and water.
- List all persons who touched the item.
- Segregate exposed employees.
- Follow established procedures.



For Further Information
www.ready.illinois.gov

BOMB THREATS

Although most bomb threats are received by telephone, some can be received electronically (e-mail or text message), through written or verbal communication, or posted to social media or internet sites. All threats should be taken seriously, and as much information as possible should be captured.

Threats Made By Phone

- Remain calm.
- Listen carefully.
- Alert someone you are receiving a bomb threat.
- As long as there is no immediate threat, keep the caller on the line as long as possible to collect information.
- Immediately call 911 after the threat if another person has not already done so.

Electronic Threats

- Preserve the information.
- Make a hard copy of the information.
- Immediately notify a supervisor.
- Call 911.

Handwritten Threats

- Handle the note as minimally as possible.
- Call 911.

Bomb Threat Checklist

Date: _____

Time received: _____

Time call ended: _____

Phone number called: _____

Person receiving call: _____

Questions to Ask Caller

Where is the bomb? _____

When will it go off? _____

What kind of bomb is it? _____

What does the bomb look like? _____

What will make it explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Exact Words of the Threat

Information About Caller

Location of caller: _____

Background noise: _____

Estimated age: _____

Gender: _____

Description of caller's voice: _____

Phone number called: _____

Person receiving call: _____

Date and time of call: _____

Threat Description	Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
Pipe Bomb	5 lbs	70 ft	71-1199 ft	+1200 ft
Suicide Bomber	20 lbs	110 ft	111-1699 ft	+1700 ft
Briefcase/Suitcase	50 lbs	150 ft	151-1849 ft	+1850 ft
Car	500 lbs	320 ft	321-1899 ft	+1900 ft
SUV/Van	1,000 lbs	400 ft	401-2399 ft	+2400 ft
Small Delivery Truck	4,000 lbs	640 ft	641-3799 ft	+3800 ft
Container/Water Truck	10,000 lbs	860 ft	861-5099 ft	+5100 ft
Semi-Trailer	60,000 lbs	1570 ft	1571-9299 ft	+9300 ft

CAUTION!

- Do not touch suspicious item
- Notify proper Authorities - Call 911
- Ensure all witnesses are available to brief 1st responders
- Recommended stand-off data should be used in conjunction with your emergency evacuation plan

Preferred Evacuation Distance

Shelter-in-Place Zone
Move to Preferred Evacuation Distance. If unable, seek shelter inside of building away from windows and exterior walls.

Mandatory Evacuation Distance
Proceed to Preferred Evacuation Distance inside and outside of buildings.

Sources: Department of Homeland Security, Office for Bombing Prevention, Arlington, VA
 FBI, Bomb Data Center, Quantico, VA
 Technical Support Working Group, Arlington, VA

