



EMERGENCY PROCEDURES

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EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and often strike without warning. It is essential that all Racine Public Library, staff and security respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage. This guide provides essential information to assist you in reacting to various emergencies. It is a quick reference to inform you what steps to take and what actions will be implemented should an emergency situation arise.

GENERAL GUIDELINES

When you become aware of an emergency situation where life or property is threatened, contact police dispatch immediately at 8-911 via landline or 911 via personal phone. It is imperative that everyone follows the directives of emergency response personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.

1. Stay calm. Call 911 dispatcher
2. Who are you
3. Where you are
4. The nature of the emergency
5. If anyone needs medical attention
6. Any circumstance that may help or impede response personnel
7. What phone number you can be contacted at, if any
8. Inform others that help is coming and follow all directions given by dispatchers or emergency personnel
9. Do not allow ~~patrons~~ **community members** to congregate in the lobby or entrance areas

EVACUATION GUIDELINES

Different emergencies require different evacuation strategies. This guide contains evacuation directions for most emergencies. When evacuation is not indicated for the emergencies in this guide or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

WHEN TO EVACUATE

1. Anytime you hear the fire alarm bells in your building
2. If you smell smoke or know an actual fire is burning
3. When instructed to do so by the RPL staff or security, local police, Fire/EMS personnel

WHEN NOT TO EVACUATE (SHELTER IN PLACE)

1. When a tornado warning is sounded (find appropriate shelter within your building)
2. During a hostage/barricade situation
3. During a power failure
4. When instructed to not evacuate by RPL staff or security, local police, fire/EMS personnel

WHAT TO DO IF YOU MUST EVACUATE

1. Listen carefully to instructions of emergency personnel
2. Stay calm.
3. Close your office door as you leave
4. Do not try to gather materials on the way out, leave quickly
5. Keep talking to a minimum
6. Exit via stairwells, DO NOT USE ELEVATORS
7. No smoking
8. Alert emergency personnel of any disabled persons who need assistance
9. Gather at the meeting point lower level Memorial Hall door

Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location. These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

EMERGENCY CLOSING PROCEDURE

EMERGENCY CLOSING

Under the rare circumstances that the Racine Public Library may close due to severe weather or other unforeseen circumstances, all employees will be paid at their regular rate for any hours (but no more than 8 hours) they are scheduled to work during which the office is officially closed. The Racine Public Library Board of Trustees will determine how long employees will be paid, if the emergency closing lasts more than one day.

If a staff member has previously been approved to take vacation or PTO time, or has called in sick, or is not scheduled to work those hours due to flexible scheduling or weekend work, that staff member is not considered "scheduled to work" for those hours the library is officially closed.

Any staff member who is scheduled to work will be paid for the hours they were scheduled to work but were not able to work because the library was closed.

EMERGENCY CLOSING OF THE LIBRARY PROCEDURES

for *Main Library Building* and/or *Mobile Libraries*

1. Contact Interim Executive Director (~~Angela Zimmermann Nick Demske~~, (414)262-899-2965/664-5314); if not available, Department Head; if not available, Librarian in Charge or Senior Staff on duty
2. Executive Director will attempt to notify Board President. If President can't be reached, Executive Director will attempt to notify one of the other Board officers, starting with the Vice President to obtain permission from Library Board President Melissa Kaprelian / melissa.kaprelian@rplboard.info or (262)939-8679
3. Announce over PA system (~~Main library~~ Library Building)
4. Contact any staff members preparing to report for duty
5. ~~Post signs at front door, downstairs and Lake Avenue door [signs are located in Circ Dept] (main library)~~ Marketing Department to create signs for Business Office or Circulation to post at Lake Avenue and Library Drive doorways.
6. ~~Post on Facebook, Twitter, and Library website;~~ Marketing Department to post closure to Library website, Google Business listing and social media.
7. ~~Business Office~~ to prepare and send email to:
 - o Emergency Closing Contacts (Google Drive: M: Drive, Emergencies, Emergency Closing Contacts as of June 2023)
8. Business Office to contact Cleanco after hours call Adriana Medina (262)634-6302 (Library's custodians)
9. ~~Business Office to contact Allied Security if the guard isn't here: 414-788-6510~~
10. Head of Digital Services and Innovation will change phone message to "closed"
11. Head of Business Development (Shay King) to contact ~~Fox6News, WTMJ and WISN via emergency procedures~~ press and to issue e-blast about emergency closings as appropriate.
12. ~~Follow~~ The most senior person in each department will assist the Public Services Specialists with the closing procedures
13. Get home safely

BOMB THREAT PROCEDURE, LIBRARY BUILDING

VIA PHONE

Obtain as much information as possible (gender, age, accent, anything unique about the voice) while immediately designating another staff member to call 8-911 from a landline and notify other employees.

Upon instruction by police, evacuate the building without using the PA system and follow Emergency Closing of the Library Procedures.

FINDING SUSPICIOUS OBJECT

Do not touch the object or note; designate another staff member to call 8-911 from a landline immediately and notify other employees.

Upon instruction by police, evacuate the building without using the PA system, cell phones or radios, and follow Emergency Closing of the Library Procedures.

BOMB THREAT PROCEDURE, MOBILE LIBRARIES

If a call is received by the main library that threatens a bomb explosion at any of the Mobile Libraries, the person receiving this call should immediately designate another staff member to call the police and report this threat.

Request that police be dispatched to the Mobile Library to evacuate the unit, and remind the dispatcher that we cannot use the cell phone to call the Mobile Library since the frequency could trigger the bomb.

- Evacuate the unit immediately.
- Make sure that everyone moves completely away from the unit. If patrons' cars are nearby, tell them to move them immediately.
- Call 911 when away from the Mobile Library, inform the police of the threat.

Be sure to alert the dispatcher to your location, and to ask about advice for evacuating the surrounding homes/stores/school, etc. depending on where you are. Call the Executive Director ~~(414) 899-2965~~ (262) 664-5314 and Library Building (262) 636-9241.

ACTIVE SHOOTER PROCEDURE

RUN OUT

HIDE OUT

TAKE OUT

If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Responding to an active shooter requires a survival mindset. This mindset entails:

1. **AWARENESS:** What is happening around you, using all your senses. What do gunshots sound like?
2. **PREPARATION:** "What if" questions. Prepare yourself to do whatever it takes to survive.
3. **REHEARSAL:** Mentally and physically, practice your plan to build confidence and react quickly.

WHAT YOU SHOULD DO

1. **FIGURE OUT.** What action gives me the best chance to survive? Quickly evaluate and act.
 - **RUN OUT.** Can I safely get to a safer location? If yes, do so immediately. Do not wait for others to validate your decision. Leave your belongings behind OR
 - **HIDE OUT.** If you cannot get out safely, find a place to hide. Look for a place that offers some protection, is well hidden, and offers options for movement
2. **CALL OUT.** When you are in a safe location, immediately call out to authorities via 911; do not assume someone else has already called. Tell the dispatcher:
 - Where you are
 - Who the shooter is; name if known and description
 - The current location of the shooter
 - Number and types of weapons involved
 - Injuries you are aware of
3. **KEEP OUT.** If you must **HIDE OUT**, do what you can to stay unnoticed and keep the shooter out
 - Lock the room door if possible
 - Turn off the room lights
 - Block the door with heavy objects
 - Keep quiet, put cell phones on silent/vibrate
4. **SPREAD OUT.** If there are two or more people in a space, spread out
 - Spreading out, rather than huddling together, causes the shooter to hesitate in looking for targets
 - This also gives you more options for action and opportunities to get out
 - Before you spread out, quickly and quietly plan what to do if the shooter enters the area
 - Everyone in the space must get into a survival mindset and commit to working together to survive

- Stay calm, which can be contagious, and keeps others focused on survival
5. TAKE OUT. If a shooter enters your space, assume **his/her** their intentions are lethal
- Stick to your plan to take out the shooter, others will follow when you act
 - Use anything you have with you and in the room as weapons
 - As soon as the shooter enters, yell loudly and throw things at **him/her**them, aiming for the face. **His/her** Their first reaction will be to shield-**himself/herself** themselves. Rush at the shooter and act as a team to overcome **him/her** them.
 - Total commitment is critical; don't give up until you have won!

Remember, those in immediate danger are the real first responders.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

How to react when law enforcement arrives:

1. Stay calm, and follow officers' instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Immediately raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid making quick movements toward officers such as holding on to them for safety
6. Avoid pointing, screaming and/or yelling
7. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operators:

1. Location of the active shooter
2. Number of shooters, if more than one
3. Physical description of shooter(s)
4. Number and type of weapons held by the shooter(s)
5. Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SHELTER IN PLACE

An incident may occur which dictates you remain inside a building during an emergency. A decision to shelter-in-place may or may not be obvious based on information known to you at the time. Your decision to shelter in place may come from first responders' instructions, or may initially be made on your own. This decision should be made based on what gives you the best chance of remaining safe and avoiding putting yourself in a more harmful situation. Factors to consider when deciding whether to evacuate or shelter in place include:

1. Where is the threat now and where is it likely to go?
2. Where will I be safest now, and in the near future?
3. Will I be more likely to get help for myself and others by evacuating or staying in place?
4. Does this space provide adequate safe shelter for the emergency at hand, i.e. locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting or rescue, phone/internet/e-mail?

WHEN TO SHELTER IN PLACE

1. When a tornado warning is sounded (find appropriate shelter within the building)
2. During a hostage/barricade situation
3. During a power failure
4. If you cannot leave due to being trapped by a fire or hazardous materials release
5. Any other situation where it is apparent that leaving will put you in a potentially more harmful situation than staying in place
6. When instructed to do so by **RPL staff a member of the Leadership Team or most senior person in charge** or local first responders/emergency personnel

WHEN NOT TO SHELTER IN PLACE (EVACUATE)

1. Anytime you hear a fire alarm bell/horn sounding
2. If you smell smoke or know there is an actual fire or hazardous material release, and you have a safe evacuation route away from danger
3. Any other situation where it is apparent that staying in place will put you in a potentially more harmful situation than leaving
4. When instructed to do so by **RPL staff a member of the Leadership Team or most senior person in charge** or local first responders/emergency personnel

WHAT TO DO IF YOU MUST SHELTER IN PLACE

1. If it is safe to do so, move to an area furthest away from the incident/hazard
2. As soon as possible, if it is safe to do so, notify emergency responders 8-911 and keep responders informed of changes in your situation
3. Be aware of your surroundings and be ready to move quickly if needed
4. In case of hostile intruder, lock doors and plan for a secondary escape route
5. Leave only if told to do so by responders, or the situation changes requiring evacuation. Notify responders if you must evacuate before being told to do so

TORNADO PROCEDURE

If a tornado is *approaching the city of Racine*, the library administration shall use the public address system to direct all people inside the library to the designated Tornado Shelter area, the east-west hallway on the south side of the building on the first floor.

Racine County Sheriff's Department - **(262) 636-3822**

Racine County Emergency Management Office - **(262) 636-3515**

If the tornado has caused a power failure, or some severe damage to the building that may make it difficult to keep the library open, staff will follow the Emergency Closing of the Library Procedures.

If there is a tornado warning in Racine County, the Mobile Library operation will be canceled for the duration of the warning.

Monitor the weather radio for the Tornado Warning cancellation or all-clear.

GAS LEAK/ODOR PROCEDURE

In the event of a gas leak or odor, the Executive Director, Business Manager, Department Heads, or Librarian in Charge shall call the following telephone numbers in the order listed:

(800) 261-5325 WE Energies Emergency Line

During regular business hours

(262) 636-9150 DPW Building Maintenance

After business hours

(262) 770-7471 Bill Miller's cell phone

(262) 952-0504 Bill Miller's pager (type in phone number for DPW to respond to)

If our regular phones are not working, use the emergency phone in the Business Office by the postage machine. It has been labeled "Emergency Phone."

The Executive Director or their designee may authorize an emergency closing of the library and evacuate the building.

Follow the Emergency Closing of the Library Procedures.

FIRE EMERGENCY PROCEDURE

This document outlines the actions that RPL personnel must take in case of an emergency which requires moving all the people present in the library to a safer location.

When activated, the Racine Public Library fire alarm system will summon the Racine Fire Department via a third-party arrangement. This system can be triggered by three things:

- Break-glass Pull Alarms
- Sprinkler system
- Smoke/Heat Detectors

Gather at the meeting point lower level Memorial Hall door. Once it is clear that everyone has been evacuated the staff should make their way to the ~~YMCA courtyard~~ **Laurel Clark Memorial Fountain** for a head count.

ACTIONS IN CASE OF A FIRE

(In the following paragraphs, "you" refers to any employee confronting fire.)

1. The alarm system should activate automatically due to the link with smoke/heat detectors. If not, pull the fire alarm nearest you, providing it is safe to do so. The system should automatically contact the Racine Fire Department. However, because no system is fail-safe, CALL 911. This call can be made either before or after evacuation, depending on the situation. If the fire has already spread dangerously, evacuation should be made first, and the call can be made in a neighboring building. If the fire is just beginning to spread, there may be time to make this call (which should be brief) in the same building before the evacuation.
2. Evacuate the building, following the **Fire Evacuation Procedures** (in the next section). If the fire is a small, contained fire that can be put out with a fire extinguisher, you should extinguish the flames with the nearest fire extinguisher before evacuating. (All Racine Public Library fire extinguishers can be used on any type of fire.)
3. Notify the Executive Director, Business Manager, or your Department Head that you have called 8-911. In the event that none of these managers is in the library, the home phone numbers are listed below:

~~Angela Zimmermann~~ Nick Demske (414) 262-8924
 Evelin Garcia (262) 822-8924

4. At the meeting point, the Executive Director, Business Manager, Department Heads (or in their absence, the senior staff member on duty) must verify that all occupants have been accounted for and meet fire personnel as they arrive.

FIRE EVACUATION PROCEDURES

1. Librarians should take the binder and direct people to the nearest exit and then do a quick sweep of the area **if safe to do so**, including the bathrooms, to determine that everyone is gone. Once safely outside, announce that the building is clear.
2. Circulation should take the binder and do a quick search of the public bathrooms, workroom, TSD and Extension **if safe to do so**. Once safely outside, announce that these areas are clear.
3. Administration will check the staff room and office/meeting room areas and once outside notify that these areas are clear.
4. In the Adult Services Department, one desk librarian should take the binder. One staff member should check the bathrooms, **if safe to do so**, and direct patrons to the west exit, **if safe to do so**. Then do a quick check of the west side of the floor and exit via the west exit, **if safe to do so**. The second staff member should stand near the diagonal stacks and direct people to the east stairwell. Then check the east side and exit via the stairwell. **No one should be allowed to use the elevator**. If another staff member is available that person should station-~~himself/herself~~ **themselves** by the west wall, **if safe to do so**, to direct patrons to that emergency exit. Direct wheelchair users to the west **exit (If for some reason the west exit is unsafe, a staff member will assist the wheelchair users to the southwest exit through the staff area)**. Once outside a staff member should inform that ASD is clear.
5. Security Personnel should direct patrons to the nearest exit.
6. Once outside, staff that left through the front exits should gather at the lower level Memorial Hall door. Once it is clear that everyone has been evacuated the staff should make their way to the ~~YMCA courtyard~~ **Laurel Clark Memorial Fountain** for a head count. Those personnel that left through the back exits should gather at the ~~YMCA courtyard~~ **Laurel Clark Memorial Fountain**.
7. The Executive Director, Department Heads, or designated personnel will verify that staff has been evacuated. When the Fire Department arrives the Executive Director or designee shall provide the necessary information. The maintenance personnel on duty must provide information on the locations of gas and electrical controls. These are located in the boiler room on the southwest end of the building.

BUILDING MAINTENANCE EMERGENCY CONTACT

When the Business Office is closed, and after 3:30pm, notify the Executive Director, Department Head, or Person in Charge and then call Bill Miller's cell phone, (262) 770-7471. Always notify the Executive Director.

Emergency Phone Numbers

Fire, Police	8-911 via landline / 911 via personalphone
Executive Director	Angela Zimmermann <u>Nick Demske</u> , cell (414262) <u>899-2965664-5314</u>
Apex Key and Lock	(262) 633-4901
Automated doors	Automatic Entrances of Wisconsin, (800) 776-7122
Cleaning	Cleanco, (262) 637-6376
Computer emergency	Matt Jerke, (262) 619-2571
DPW	9150 (leave message);
Facility Manager after hours:	Bill Miller, (262) 636-9200, cell, (262) 770-7471 Pager: (262) 952-0504, type in your phone number
DPW Supervisor	cell: (262) 770-6668
Elevator	Express Elevator LLC, (866) 427-1722
Emergency Phone	If phones aren't working, use phone in Business Office by postage machine
Fire Alarm malfunction	DPW (see numbers above)
Fire alarm panels	Lobby area between doors, near Lake Ave elevator Electrical Room
Gas leak/odor	WE Energies, (800) 261-5325
Keys	Boiler Room key: Business Office drawer
Simplex fire panel key:	Business Office drawer
Apex Key and Lock: 2	(262) 633-4901
Library Board President	Melissa Kaprelian, (262)939-8679
Memorial Hall/Festival Hall	(262) 636-9229; (262) 721-7213; (262) 902-4090
PA Announcement	Dial 2204 from inside the building only
Parking Meters	(262) 636-9168
Phone Service Out	City of Racine Help Desk, (262) 636-9179

Power outage	WE Energies, (800) 662-4797
Security	Allied Universal, 414-323-6173
Snow Library sidewalk:	Reliable, (414) 778-1112 Four Seasons (262) 634-5110
Removal/Salting	Parking lots: Park & Rec, (262) 636-9131 Street: DPW, (262) 636-9121; after 5pm, (262) 770-7470
Tornado	Racine County Sheriff's Dept., (262) 886-2300; Emergency Management Office, (262) 636-3515

Approved by: RPL Board of Trustees
Approved Date: June 16th, 2022
Review Schedule: Annual
Next Review Date: June 2023

DRAFT