



STAFF 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. **Staff are not expected to place themselves in imminent danger or risk their lives to carry out these procedures.**

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~~ **mobile** 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 **and tell them:**
 - a. ~~Who are you~~ **Your name**
 - b. ~~Where you are~~ **Your Location (Racine Public Library, 75 7th Street, which floor/area)**
 - c. The nature of the emergency
 - d. If anyone needs medical attention
 - e. Any circumstance that may help or impede response personnel
 - f. What phone number you can be contacted at
2. Inform others that help is coming and follow all directions given by dispatchers or emergency personnel
3. **Notify the Executive Director, Deputy Director, Business Manager, or PIC of the incident. Notify PSS Staff if on duty.**
4. Do not allow 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 leadership, 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 the Library Building and/or Mobile Libraries

1. Contact (call and text) Executive Director (~~Nick Demske, (262) 664-5314; if not available, Deputy Director; if not available, Business Manager; if not available, Department Head; if not available, Librarian~~ **Person** in Charge or Senior Staff on duty
- ~~2. Interim Executive Director to obtain permission from Library Board President Brian O’Connell — brian.oconnell@rplboard.info or (262) 498-2356~~
3. Announce **closure** over PA system (Library Building) **and begin to evacuate patrons**
4. Contact any staff members preparing to report for duty
5. ~~Marketing Department will create signs for Business Office or Circulation~~ **will** post **Emergency Closure signage** at Lake Avenue and Library Drive doorways
6. ~~Marketing Department~~ **Head of Business Development or designee** to post closure to Library website, **and issue other communications as appropriate (such as social media or e-blast)** ~~Google Business listing and social media.~~
7. ~~Business Office to prepare and send email to:~~
 - ~~○ 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)~~ **custodial services**
9. Head of Digital Services and Innovation **or designee** will change phone message to “closed”
10. ~~Head of Business Development (Shay King) to contact press and/or to issue e-blast about emergency closings as appropriate.~~
11. The most senior person in each department will assist the Public Services Specialists with the closing procedures
12. ~~Get home safely~~ **Administration, Leadership, or PIC will dismiss staff and verify the building is cleared before leaving.**

BOMB THREAT PROCEDURE, LIBRARY BUILDING

VIA PHONE

Obtain as much information as possible (gender, age, accent, **background noise**, 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 ~~Interim~~ Executive Director (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 **patrons** ~~customers and clients~~ are likely to follow the lead of **staff** ~~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 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 them, aiming for the face. Their first reaction will be to shield themselves. Rush at the shooter and act as a team to overcome them.
 - Total commitment is critical; do not give up until you have won!

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 a member of the Leadership Team or the 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 a member of the Leadership Team or the 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. **Patrons can also choose to leave the library at this time.**

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 **(at the circulation desk)** for the Tornado Warning cancellation or all-clear.

GAS LEAK/ODOR PROCEDURE

In the event of a gas leak or odor, the Executive Director, **Deputy 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.

POWER FAILURE PROCEDURE

In the event of a power failure, our primary concern is the safety of the persons in the building. The Executive Director, Deputy Director, Business Manager, Department Heads, or Person in Charge shall contact WE Energies to confirm the power failure and request an estimated restoration timeline.

WE Energies, (800) 662-4797

If they are not already onsite, staff should immediately contact the Executive Director, Deputy Director, or designee (in that order). If light level allows and it is safe to do so, staff should gather in the lobby or at the ASD desk to await further instructions from the Person in Charge.

The Executive Director, Deputy Director, or designee will then authorize one of the following next steps:

1. If restoration time is estimated to be less than one half hour, staff should evacuate patrons but remain onsite until power is restored to re-open the library. If power has not been restored after one half hour, staff should notify the Executive Director, Deputy Director, or designee, to authorize following the Emergency Closing of the Library Procedures.
2. If restoration time is estimated to be longer than one half hour, the power failure happens after dark, or the power failure happens during an extreme heat/cold emergency, staff should notify the Executive Director, Deputy Director, or designee to authorize following the Emergency Closing of the Library Procedures.

Special Considerations:

Staff should ensure there are no patrons trapped in any vestibules, elevators, bathrooms, study rooms, or studio spaces as part of the evacuation process. If a patron/staff member is trapped in an elevator, call emergency services and do your best to keep them calm until help arrives.

At the discretion of the Executive Director, Deputy Director, or designee, the Library may re-open if it can be done so safely and if power is restored at least 4.5 hours before the normal closing time. This will allow time for staff to be contacted and to return to the Library and prepare the building to be open for at least 3 hours prior to normal closing time.

MEDICAL EMERGENCY PROCEDURE

The library is equipped with several basic first aid kits containing items such as bandages, gauze, cold packs, and antibiotic ointment. These kits are located at all public service desks.

The building is equipped with two automated external defibrillators (AED) and related supplies. AEDs are located at the first floor Circulation Desk and the second floor Adult Services Desk.

In the event of a medical emergency:

- Call 8-911
 - Provide the 911 dispatcher with any information that they request.
 - Follow the dispatcher's directions.
- Do not hang up until directed to do so by the dispatcher.
- Provide any first aid assistance that you are qualified to provide
- Otherwise, do not attempt to treat the injured. This includes giving aspirin or other medication(s).
- Exception: CPR-certified staff will perform CPR when indicated, and must continue until emergency personnel arrive.
- Notify the PIC

When in doubt about the nature and/or severity of a medical problem, staff should call 911 immediately.

Staff should clear the area around the injured person(s), keeping onlookers away, and maintaining a clear entrance to the building for emergency personnel.

If advised by emergency personnel, staff will evacuate and/or close the library to the public until the medical emergency is resolved, utilizing the Emergency Closing Procedures.

Once the medical emergency is resolved, staff should submit an incident report.

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

Staff should gather at the meeting point lower level Memorial Hall door. Once the Person In Charge verifies it is clear that everyone has been evacuated, the staff should make their way to the 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, **Deputy Director**, Business Manager, or your Department Head that you have called 8-911. In the event that none of these managers is **are** in the library, ~~the home phone numbers are listed below:~~ attempt to make contact in the same order using the emergency contact list.

Nick Demske _____ (262) 664-5314

Evelin Garcia _____ (262) 822-8924

4. At the meeting point, the Executive Director, **Deputy Director**, Business Manager, Department Heads (or in their absence, the **Person In Charge 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~~ Youth Services Staff should take the Emergency binder and direct people patrons to the nearest exit. ~~And Those staff should~~ 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 staff should take the Emergency binder and do a quick ~~search~~ sweep 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 Staff Department, one desk librarian~~ should take the Emergency 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 Adult Services Staff should~~ do a quick check of the floor ~~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~~ or west exit. **No one should be allowed to use the elevator.** If another staff member is available, that person should station 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~~ announce that ASD is clear.
5. ~~Security Personnel~~ Public Safety Staff should direct patrons to the nearest exit and assist with sweeping the area.
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 Laurel Clark Memorial Fountain for a head count. ~~Those personnel~~ Staff that left through the back exits should gather at the Laurel Clark Memorial Fountain.
7. The Executive Director, Deputy Director, Business Manager, 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.

Approved: October 2025

Administrative Review Schedule: Annual

Next Review Date: October 2026