

# Emergencies

General guidelines for action in any emergency situation are:

1. Keep calm.
2. Quickly gather as much information as possible in a reasonably short period of time, such as the nature and location of the emergency.
3. Staff is authorized to evacuate the area if the threat of danger is imminent and secure the area from entry by all by trained emergency personnel.
4. Summon the appropriate emergency agency (police, fire or ambulance) by calling 911 and stand available to direct them to the source of the problem.
5. Contact the Director.
6. Senior supervisory personnel should interview all staff and patrons involved or witness to the incident and report to the Director.

# Inclement Weather Policy

In order to fulfill its mission of public education and service, the Turtle Lake Public Library will remain open during its regular hours unless necessity dictates otherwise. The goal of this policy is to provide for the general safety of public library users and library staff.

During inclement (severe) weather when travel is rendered unsafe or during emergencies, the Library Director and/or on-duty staff member may decide to close, delay opening, or close the library facility. The authority to close the library rests with the Library Director who will inform both the Library Board President and the Village office. If time permits, local media will be contacted so that the library closing can be publicized to library users. The closing of the library does not correlate with the delivery of library courier. Library staff will avail itself of these procedures whenever possible prior to the date and time of the library closing.

Non-essential personnel are encouraged to exercise discretion in cases of inclement weather. In such event, employees must notify their immediate supervisor as soon as possible. Hours not worked will be charged as vacation time or hours made up at a different time.

Inclement weather includes but is not limited to weather warnings or advisories against travel or local school district closings. Emergencies may include unforeseen disasters or crises.