

Weather or Emergency Closing Policy

The Sedalia Public Library maintains a regular schedule or hours open to the public. At times, it may become necessary to close the library, shorten hours, or cancel programs when certain conditions pose a safety hazard to the public and/or staff or prevent basic library functions.

Emergency Closings:

Staff should utilize the appropriate emergency plan, alerting patrons and assisting them to safety.

Non-emergency Closings:

Director or staff in charge will clear the building of patrons, stating that the library will be closing.

Weather Closings:

All closings will be at the discretion of the Director. Mid-day closings will be determined by the Director & local travel advisories. If the library is closed, as are all events and meeting room reservations.

Closings will be announced in one or more of the following ways: posted on front door, social media, website.

Please see Emergency Plans

Approved by the Board of Trustees August 8, 2022

Emergency Plans

Accidents and Medical Emergencies:

- Access the situation as best you can and call 911, if necessary.
- When situation warrants, initiate CPR if there is a qualified person near.
- First aid should only be administered by trained personnel.
- Get the name, address and phone number of the person/s involved. If a child is involved, get contact information for parents.
- Inform the Director of the circumstances as soon as possible.
- Complete a written incident report form within 24 hours and submit to Director.

Drug, Alcohol and Mental Illness Emergencies:

- Stay calm. Limit engagement. Do not argue with the person.
- Call 911 if the situation warrants or (non-emergency 826-8100).
- Try to assess the condition of the patron, danger to him/herself, library staff or other patrons. Stay calm. Reassure the person we mean no harm.
- If patrons/staff are in danger, evacuate the building.
- Wait for help to arrive.
- Inform the Director of the circumstances as soon as possible.
- Complete a written incident report form within 24 hours and submit to Director.

Fire:

- Access the situation & location of the fire.
- Call 911.
- Use fire extinguisher if possible.
 - Location of fire extinguishers: see attached
 - Evacuate the building using the nearest exits. Check for patrons and other staff. Staff should check the floor they are working on for patrons to make sure everyone is evacuating.
- Meet outside the front of building to make sure everyone is out.
 - **Exits:** Main front door, fire escape in Queen City Room, Window in men's restroom to flat roof, any window on main floor, Back door in children's department

Tornado:

- In the event of threatening weather, keep portable radio and flashlights nearby.
- Notify patrons of change in weather and (if safe) encourage them to leave.
- When weather becomes more threatening, gather patrons from all areas and go to the basement (staff lounge, newspaper room and story time area). Stay away from windows. Check all areas to be sure everyone is together.
- Stay in shelter until all clear is given.
- Stay calm and use common sense.
- Notify the Director as soon as possible.

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Location of Fire Extinguishers
16 total

Basement-

1. Mechanical room
2. Boiler room, beside hot water heater
3. Children's department storage closet, under stairs
4. Kitchen Staff room
5. Newspaper room
6. Children's Department Mural, by staircase
7. Back door exit, right side
8. Non-fiction area in 600's

1st Floor-

1. Director office
2. By copy machine
3. Reference room, near microfilm reader
4. Staff room, near the weather radio

Mezzanine-Top of the stairs

2nd Floor-

1. Queen City room, inside double doors
2. Right side of hallway near Community Meeting room
3. Staff Office