



Emergency Manual

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Active Shooter Response

When there is an active shooter in the library building, all staff respond will respond as trained through the “Run, Hide, Fight” video.

“Run” – Staff must take cover, locate through sound or sight where shooter is located and escape through a route directly opposite of where the shooter’s location is. If patrons or other staff are in close proximity they should encourage those people who are in close proximity to themselves to escape as well. If the person/people are unable to move do to shock or fright, the staff have been instructed to vacate the building without them and get help.

Upon leaving the building, staff and patrons must run to the Simpson Barn to take cover. Staff and patrons will stay there until it becomes unsafe or otherwise instructed by the Johnston Police Department.

“Hide” – When escape is impossible, staff will find a place to hide. If at all possible, find a room with no windows and lock it. Otherwise find a hiding location and try to either lock it with a door stop, belt, or piece of furniture. **IT IS VERY IMPORTANT TO NOT MAKE SOUND!** Stay as quiet as possible until help arrives. Leave only when escape becomes possible or when instructed to do so by the Johnston Police Department.

“Fight” – When escape and hiding become impossible, staff should try to fight off the attacker through brute force. **THIS SHOULD ONLY BE USED AS THE LAST RESORT.**

Bomb Threat

The employee receiving a bomb threat should ask:

- Time and date the bomb is set to explode
- Size of bomb and physical description
- Location (specific area)
- Why it was put there
- Whether there is more than one bomb
- Who is calling
- DO NOT HANG UP!!!
- CALL 911 – ON A DIFFERENT LINE AND HAVE THEM TRACE THE CALL
- NOTIFY A SUPERVISOR
- EVACUATE THE BUILDING! Move everyone immediately to the Johnston Public Library Stone Monument Sign. See picture.

Note any characteristics of the caller, and record for police and library administration:

- Date and time of call
- Exact words spoken
- Voice and any accent
- Gender
- Approximate age (young and old)
- Background noise (music, cars, trains, people, etc)

After the incident, please fill out an incident report form and give to director not more than 24 hours after the incident has occurred.



Fire

Upon the discovery of fire, proceed according to the following plan:

- If the alarm is not already activated, sound the alarm at the nearest pull switch.
- Direct someone to immediately call 911 from in-house **if possible** or from cell phone outside.
- If fire is in its earliest stages, such as in a trash can or a small pile of paper, use the nearest extinguisher while other staff continue evacuation.
- Before leaving the building, close the door to the burning area to confine the fire and minimize the spread of smoke.
- Make sure all patrons have left the building.
 - PS staff should look for patrons in the east half of the Library.
 - YS staff should look for patrons in the YS area including the Story Time room and restroom.
 - Circ. staff should look for patrons in the Commons, Art Gallery, and Large Meeting Room.
- Gather staff and patrons by the JOHNSTON PUBLIC LIBRARY STONE MONUMENT SIGN – EAST OF THE LIBRARY IN JOHNSTON COMMONS.



- Report the incident to the director and assistant director as soon as possible.

Staff Injury

- Call the Company Nurse injury hotline: 1-888-770-0928
- Receive guidance from Company Nurse on what to do next
 - When calling Company Nurse, they will need the following code: IA731
- Notify a supervisor if possible

Suspicious Object

If a suspicious object is discovered or received by mail:

- DON'T TOUCH ANYTHING.
- Leave immediate area and CALL 911.
- Evacuate the building – gather all staff and patrons at the **STONE MONUMENT JOHNSTON PUBLIC LIBRARY SIGN** east of the Library in the Johnston Commons.
- The Librarian in Charge will make sure everyone has left the building.
- Do a head count.
- After walk through, lock the Library.
- Put up a sign indicating that the Library is closed due to an emergency. These signs are located in the “signs” section.
- Notify people in the area not to use cell phones or other electronic devices since they may accidentally activate the bomb.

After the incident, please fill out an incident report form and give to director not more than 24 hours after the incident has occurred.



Tornado Warning and Wind Warning

A tornado WARNING is declared when a tornado had been sighted in the area. The city's tornado sirens will be activated. A Straight Line Wind WARNING is declared when wind speeds reach 70 m.p.h.

Sirens will sound for approximately 3 minutes followed by a 2- to 3-minute silence and then sound again for another 3 minutes. This cycle will repeat until the threat has passed.

When the siren sounds:

- Announce the fact that we are under a Tornado Warning or Straight Line Wind Warning to staff and patrons and that they should move to the designated tornado shelter area (the men's and women's restrooms) or leave the library IMMEDIATELY.
- Public Services staff will gather patrons from the east half of the Library.
- Youth Services staff will gather patrons from the YS area including the Story Time room and YS restroom.
- One Circulation staff member will gather patrons from the Commons, Art Gallery, and Large Meeting Room
- The rest of the Circulation staff will lock the front door, put up the weather closure sign, and guide patrons to the restrooms
- A staff member from each department should grab the flashlights/lanterns from the emergency bucket behind their desk.
- If people come to the Commons doors seeking shelter, let them in.

Tornado Watch

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted.

In case of a Tornado Watch:

- Monitor weather websites.
- Monitor the weather radio in the event the watch should become a WARNING.
- Confirm the locations of the emergency buckets and contents in the event that they are needed for a WARNING.
- Display the Tornado Watch signs on the Circulation and Reference desks.

Utility Emergency

In the event of a gas line break there is a distinctive odor associated with natural gas. If you smell this odor in or around the building, or in the event of a gas line break:

- Clear the library of all staff and public -- DO NOT USE THE PHONE INTERCOM – and congregate at the Johnston Public Library Stone Monument Sign in the Johnston Commons.
- Lock the building and place a sign on the door indicating that the Library is closed due to an emergency.
- Do not use any electrical switches or telephones in the building.
- Call MidAmerican Energy at 1-800-595-5325 from a cell phone or an outside location.
- Call 911 from a cell phone or an outside location.
- Notify the director and assistant director.



Winter Weather

The Library Director along with the Library Board will decide if when to close the library due to winter weather.

If the library closes, the phone tree will be used to notify all scheduled staff. Staff will hang signs on the front door of the building and post the closure on social media.