

Emergency Procedures Policy

Inclement Weather/Emergency Closing:

The library may close or postpone opening when weather conditions exist making it highly difficult for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular operating hours. The director will determine if the library will close early, a sign will be posted on the front door and posted on Facebook and the website. Time taken off by staff due to poor weather conditions is unpaid.

Other Emergencies:

Bomb Threats:

In case of a bomb threat, call 911, evacuate the building.

Fire:

Evacuate the building immediately. Call 911 as soon as possible. There are 3 exits. Fire extinguishers are located in the office by the back door. At no point will a library employee put his or her safety at risk by trying to search the building or extinguish a fire. Normal routine may resume when the all clear sign is given.

Hazardous Materials Spill:

In the event of a hazardous materials spill in the area, keep all windows and doors closed. Heating and cooling units should be shut off. Staff and patrons will be asked to stay in the library until conditions are safe.

Health Emergencies:

In case of a medical emergency, call 911. No medication, including aspirin, should ever be dispensed to the public.

Threatening Situations:

Call 911.

Tornado and Thunderstorms:

If a tornado warning is issued or sirens are sounded the staff should instruct everyone to go to the basement. Stay in the basement area and wait for the all clear signal.

Emergency Numbers:

Call 911 for any emergency

O'Brien County Sheriff's Office (712) 757-3415

Paullina City Office 712-949-3428

Reviewed and revised : January 8, 2026

Scheduled Review January 2029