**Cadott Community Library – Emergency Action Plan**

Purpose: To provide guidance to library staff and trustees in worst-case situations that may impact library services. While guidelines are a good starting point, common sense should always prevail for the safety of the public, staff, and community as a whole.

Section 1: Weather Emergencies

1. Winter Weather
	1. For extreme winter weather affecting library operations, closure rests with the library director. In the absence of the director, with the library staff on duty.
	2. Automatic expected closure for the library will take place a minimum of 12 hours in advance in the case of expected temperatures below -35 degrees (with sustained wind-chill), 8 or more inches of snow, and if the closure of state highways 27, 29, or Interstate 94 occur due to ice and other winter conditions.
	3. The library may delay opening the mornings after such extreme weather occurrences to allow time for public works to plow and remove snow.
	4. In the case of early closure due to the same expected criteria above, a decision should be made at least 1 hour prior to the proposed closure.
2. Extreme Rain & Tornados
	1. In the case of accumulated rain causing road washout, poor visibility, or it is other advised by the National Weather Service, the library may close early or in advance per the same criteria as winter weather emergencies.
	2. Staff and Patrons in the building during a tornado watch should take shelter in the lower level bathrooms, storage room, and/or craft closet.
	3. Individuals who choose to leave the library during such emergencies do so at their own risk. Library staff encourages good safety choices for all but will respect the autonomy of community members.
	4. An incident report should be filled out in the case of the library acting as a shelter.
3. Floods
	1. In the case of flooding that affects the library building and collection, most services will continue during clean up and recovery as is feasible.
	2. The Public Works department will be first notified for clean-up and reinforcement.
4. The following notifications will occur for all closures, as soon as possible:
	1. Library Board President
	2. Village Clerk
		1. Public Works Department, if applicable.
	3. Posted to library’s front entrance.
	4. Posted to Social Media (Facebook, Instagram), and website.

Section 2: Medical Emergencies

1. Staff
	1. A first aid kit is kept in the office cabinet for minor injuries.
	2. For injury requiring medical attention, staff should call 911 for emergency services.
	3. An incident report should be filled out as soon as possible for recordkeeping.
2. Patron Injury
	1. For minor injuries occurring during library visits or programs, refer to the first aid kit in the office.
	2. For injuries requiring medical attention, staff should call 911 on behalf of unresponsive patrons or at the patron’s discretion.
	3. Library staff should not offer any kind of pain reliever or medication. In case of a suspected heart attack, aspirin may be a lifesaving exception.
	4. Library staff cannot hold an injured patron in the library if they wish to leave, even if against staff advisement.
	5. Staff should *immediately* fill out an incident report for recordkeeping.
3. Pandemic
	1. Library Staff should monitor the following for instruction during pandemic situations:
		1. Chippewa County Health Department
		2. Wisconsin Department of Health Services
		3. Centers for Disease Control and Prevention
		4. World Health Organization
	2. Library staff are encouraged to follow the following basic protocols to ensure health and safety for themselves, other staff, and our patrons:
		1. Masking
		2. Social Distancing
		3. Frequent Handwashing or sanitizing
		4. Daily cleaning of high-touch surfaces (i.e. phones, door handles, circulation desk, bathroom fixtures))
		5. Weekly cleaning of other hard surfaces (i.e. computer desks, chairs)

Section 3: Destructive Emergency Recovery

1. Notification of Recovery Needs
	1. Assessment of a recovery situation will involve the municipal public works and municipal board.
	2. Notice of damage sent to: Library Board, Village Clerk, Board, and Public Works, Library Staff
	3. Notice of closure or delayed opening will be shared to the community via social media and notice posted to our door.
	4. In the case of damage causing full closure for 3 or more days, notice will also be sent to the Courier Sentinel newspaper and posted to our website.
2. Recovery Team
	1. The library director will be responsible for communication and coordination during clean up. They can delegate the following additional duties:
	2. Building Maintenance & Repair Coordination
	3. Salvage
	4. Recording of damage (inventory, photographing damage, and other documentation)
3. Priority for Salvage
	1. First: Special local interest materials, games, kits, and high interest/use materials. Historical items, Lion’s display case.
	2. Time Permitting: Remaining circulating materials, craft closet and boiler room contents, children’s areas toys and games, technology, ship décor, carved birds, giveaway items
	3. General Clean Up
		1. Stored weeded materials, Dungeon contents, furnishings

Section 4: Other Emergency Situations

1. Mechanical Failures
	1. Extreme Cold and Lack of Heat
		1. Refer to Section 1
		2. If heat is expected to be restored within 1 hour of opening, or goes out 1 hour before closing, the library will operate as usual. Library staff is encouraged to keep an extra layer (i.e. sweater, cardigan, zip-up hoodie, etc.) at the library as good habit.
	2. Extreme Heat and Lack of Air Conditioning
		1. The library may be a cooling station during heatwave situations. If the library does not have operational A/C, temperatures should be watched and patrons encouraged to the lower level of the library, which is typically cooler.
		2. If A/C is expected to be restored within 1 hour of opening or goes out 1 hour before closure, the library will operate as usual.
		3. If outside temperatures exceed 100 degrees, the library may close or limit service hours due to the extreme heat.
		4. In case of extended heatwave (3 or more days) and no expected air conditioning, the library director will confer with library board and municipality about library services.
2. Municipal Utility Issues
	1. Utilities such as frozen water pipes, broken sewer mains, or electricity outages, are typically the purview of the village public works and affect more than just the library, but also our neighboring businesses and community members.
	2. The library will follow the lead of Public Works in regard to situations that arise due to utilities as to whether the library should operate or not.
		1. In the case of lack of power, expecting to last a majority of the day, the library will close and follow the notifications as listed above in Section 1:4.
	3. Notices of such outages and problems will be posted to our social media as part of a community notification.