

Crook County Public Library System
serving Crook County since 1938.

Emergency Procedures Manual

Approved July 11, 2019
Revised May 6, 2021

Mission Statement

The Crook County Public Library System enables the people of Crook County to cherish their history and expand their personal horizons, through free and easily accessible information and services.

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EMERGENCY NUMBERS:

- 911 Protocol
Anytime 911 is called, expect to provide the following information:
 - Your name
 - Your location
 - Nature of the emergency

- Ambulance Service:
 - Sundance – non-emergency (307) 283-1225
 - Moorcroft – 911, no non-emergency number
 - Hulett -- 911, no non-emergency number

- Fire Department:
 - Sundance – non-emergency (307) 283-1225
 - Moorcroft – non-emergency (307) 756-3301
 - Hulett – non-emergency (605) 381-3613

- Police Department:
 - Sundance – contact Crook County Sheriff's Department
 - Moorcroft – non-emergency (307) 756-3301
 - Hulett – non-emergency (307) 290-5504

- Crook County Sheriff's Department – (307) 283-1225

- Crook County Memorial Hospital – (307) 283-3501

- Poison Control – (800) 222-1222

- Emergency Management Coordinator (Crook County) – (307) 283-2390 / (307) 290-2171

- Electric (PRECorp) – (307) 283-3531

- Water/sewer (City Hall):
 - Sundance – (307) 283-3451
 - Moorcroft – (307) 756-3526
 - Hulett – (307) 467-5771

Emergency Warning Systems

For those living in Sundance, Moorcroft, and Hulett the initial emergency warning will come from local sirens.



Tornado Warning – Continuous for 3 minutes



Flash Flood Warning – 2 One-Minute Blasts



Hazardous Material Accident – 3 Short Blasts



Fire – 4 Short Blasts



Ambulance – 5 Short Blasts

Designated Assembly Areas:

Please make sure all areas are clear of patrons before meeting in assembly area.

Crook County Library (Sundance): Old Stoney front steps

Alternate: Alley behind Public Health

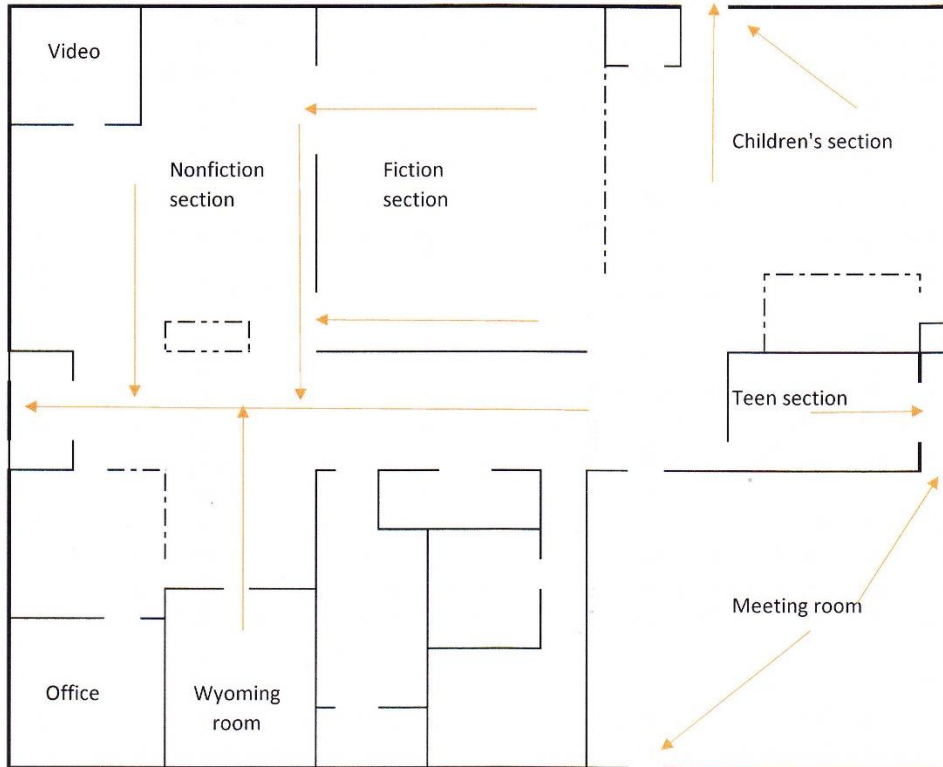
Moorcroft Branch Library: Security Insurance parking lot

Alternate: Dewey's Bar on Big Horn Street

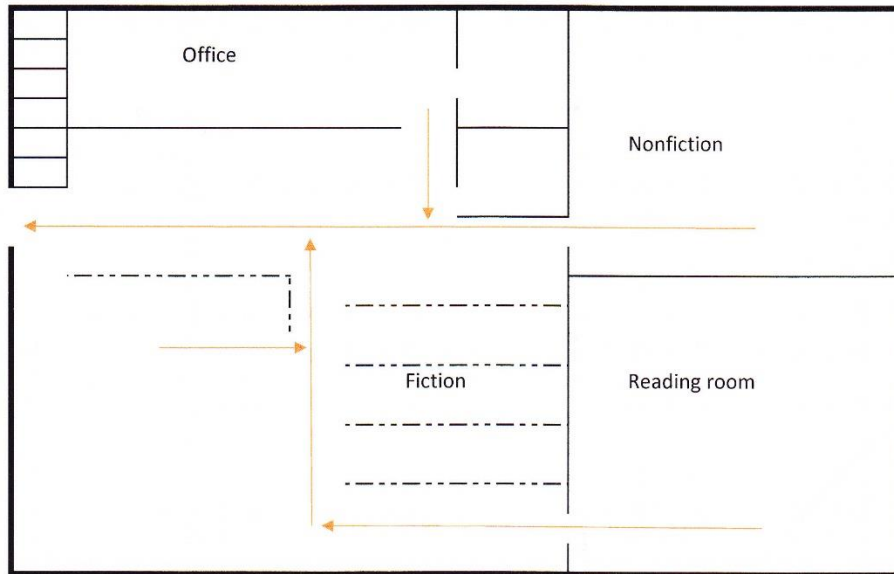
Hulett Branch Library: Tennis court across street

Alternate: Hulett School, east entrance

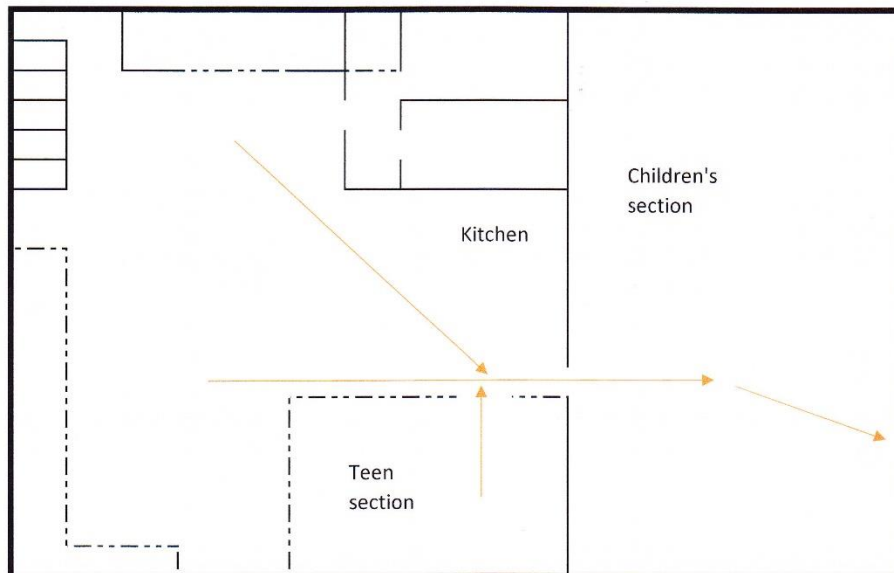
Sundance Library Evacuation Routes



Moorcroft Library Evacuation Routes

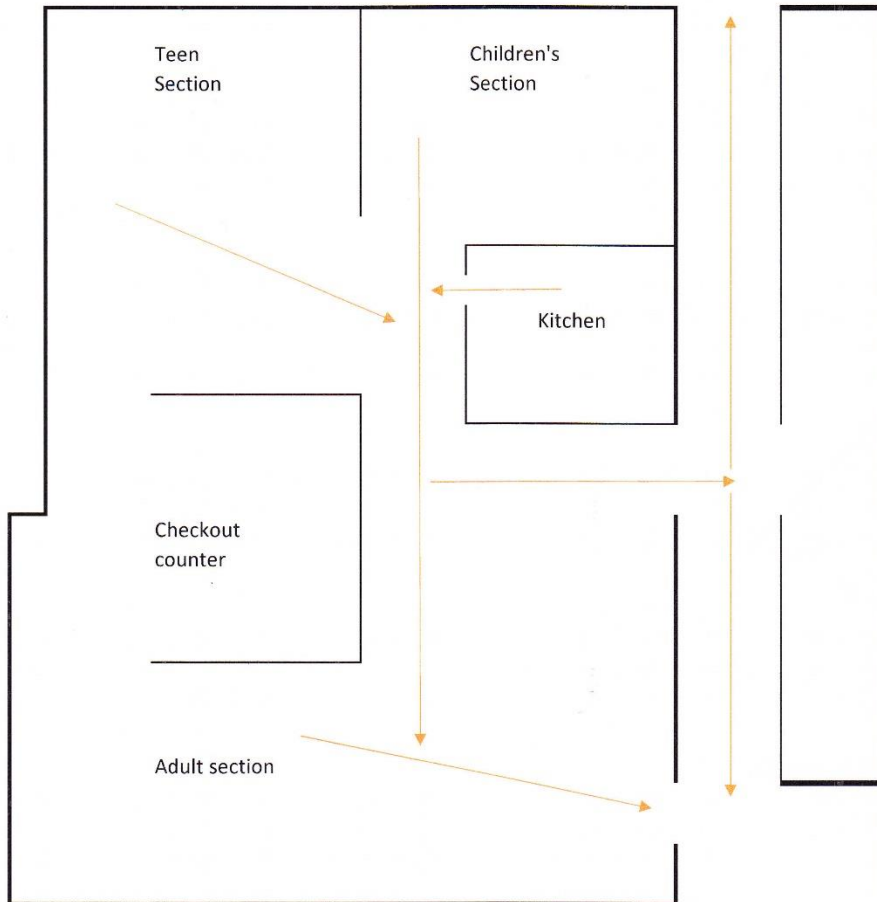


Main Floor



Basement

Hulett Library Evacuation Routes



Fire Extinguishers are kept in the following locations:

Crook County Library (Sundance):

- Wall-mounted in circulation desk area (Liquids & Electrical Equipment)
- Wall-mounted in meeting room next to outside door (ABC Dry Chemical)
- Wall-mounted in children's section next to outside door (ABC Dry Chemical)
- Wall-mounted near front entry door by magazines (ABC Dry Chemical)

Moorcroft Branch Library:

- 2 in office – 1 on wall next to closet, 1 on closet floor
- Behind circulation desk, on the floor
- On wall near entrance to basement bathrooms
- Kids room

Hulett Branch Library:

- On shelf between kitchen & children's section (Dry Multipurpose)

Location of water/power shut-offs:

Crook County Library (Sundance):

- Water – utility closet behind water heater (ball valve with a green handle)
- Power – exterior of building on north side near Public Health
- Breaker boxes – 1 in janitor's closet, 1 in magazine area under corkboard

Moorcroft Branch Library:

- Water – furnace room
- Power – outside of building on east wall
- Breaker boxes – bottom of stairs behind door

Hulett Branch Library:

- Water – crawl space under library (trap door in front of exterior door)
- Power – switches in building's janitor's closet, kitchen & gym
- Breaker boxes – in building janitor's closet (door unlocked when building unlocked)

First Aid Kits are kept in the following locations:

Crook County Library (Sundance):

- On lower shelf next to sink in Staff Lounge
- 2 “Be Prepared” Bags

Moorcroft Branch Library:

- 1 in closet in branch managers’ office
- 1 downsairs above kitchen sink
- 2 “Be Prepared” Bags

Hulett Branch Library:

- 1 behind front desk on shelves
- 1 in kitchen across from counter
- 2 “Be Prepared” Bags

Contents of BE PREPARED bags....

Roster of employees (w/emergency contact info)

List of patrons with phone numbers

Emergency contact forms for employees

Emergency radio and extra batteries

First aid kit

Dust masks

Medical gloves

Hand sanitizer

Peroxide or rubbing alcohol

Toilet paper and paper towels

Whistles

Flashlights and extra batteries

Tarp or something to cover the ground

Two bottles of water

Duct tape

Scissors

Garbage bags

Blood Borne Pathogens/Body Fluids:

Exposure to injuries mean the possibility of contact with blood or bodily fluids.

- **If it is wet and it is NOT yours – DON'T touch it!**
- Wear gloves if you need to touch human blood or used condoms
- Do not pick up needles or syringes with your hands. Use tongs or broom and dustpan.
- Do not use your hands to compress trash (to make more room in the bag).
- Use disinfectant to wipe up blood.
- Always wash your hands after you remove your gloves.
- Always wash your hands before you eat lunch and before you leave at the end of the day.

Medical Emergencies

If someone is **SERIOUSLY** ill or injured:

- **CALL 911**

If someone is ill or injured:

1. Provide minimum first aid treatment as necessary. If further treatment is required, call appropriate agency.
2. Do NOT attempt to move a person who has fallen or appears to be in pain.
3. Avoid unnecessary conversation with, or about, the ill or injured person.
4. Do NOT discuss the possible cause of an accident or any conditions that may have contributed to the cause with the injured person.
5. Under no circumstances should an employee discuss any insurance information with members of the public.
6. Notify the Library Director or Branch Manager.
7. After the person has received treatment, remain available to the Library Director, Branch Manager, or appropriate person with pertinent information for a medical report or, if applicable, a Worker's Compensation report.

Power outage

1. Determine why the power is out.
2. If there is an electrical problem in the building, prepare to evacuate.
3. If the weather is cold ensure everyone is wearing their winter clothing.
4. Account for all patrons and staff.
5. Report the power outage to the power company.
6. DO NOT call 911 unless there is an emergency.

Fire

1. Staff shall be alerted.
2. Evacuate the building quickly and calmly, moving to the predesignated assembly point.
3. Take “Be Prepared” bag and required items with you.
4. If caught in smoke, have everyone crawl to the exit.
5. Pull clothing over your nose and mouth to reduce the amount of smoke you may inhale--If clothes catch on fire, STOP, DROP AND ROLL.
6. Call 9-1-1 from outside the building.
7. Account for all staff, children and patrons.
8. Notify the Library Director or Branch Manager if they are not in the building.
9. Do not reenter the building until cleared by the Fire Department and Library Director/Branch Manager.

Closure due to inclement weather (e.g. snow)

1. County facilities may be closed upon the recommendation of the Homeland Security Director as set forth in the County Policies.
2. The Sundance library will close if the county courthouse closes.
3. Moorcroft and Hulett libraries will close if all state highways into said town are closed or no unnecessary travel.

Flood/Water Damage

Floods:

- If your area is flooding, determine if the facility shall be closed.
- Account for all children, staff, and patrons.
- Post a pre-made sign stating the facility is closed and your current location.
- Take “Be Prepared” bag and required items and evacuate to predetermined locations.
- Do not try to walk or drive thru a flooded area
- Stay away from moving water and power lines.
- If children are present, contact parents once they are in a safe location.
- If anyone has come in contact with flood water, wash hands thoroughly.
- Monitor the radio for storm updates and emergency instructions.

Serious Water Damage:

Serious water damage can occur from many sources; burst pipes, clogged drains, windows, or construction/repair oversights:

1. Notify Library Director or Branch Manager IMMEDIATELY. Explain the exact location and severity of the leak. Indicate whether any part of the collections are involved or is in imminent danger.
2. If there are electrical pieces of equipment or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
3. If you know the source of the water and confident of your ability to stop it, do so cautiously.
4. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage; cover large objects with plastic sheeting and carefully remove small or light objects out of the emergency area.

Natural Disaster (severe storm/tornado/earthquake)

Severe storm (windstorm/microbursts/strong winds)

- Microburst means a strong downdraft which induces an outburst of damaging winds on or near the ground. Microburst winds can cause tornado-like damage without warning.
- In-library sheltering:
 1. Move away from windows. Cover windows with shades or blinds.
 2. Consider moving to interior rooms, halls, or lower floors.
- Outdoors:
 1. Move indoors if possible.
 2. Stay clear of power lines or trees.

Tornado:

- In the event of a tornado warning:
 1. Gather everyone inside, account for all patrons & staff.
 2. Gather everyone in room(s) with the fewest doors and windows towards the center of the building.
 - Crook County Library (Sundance) – bathroom hall or staff lounge
 - Moorcroft Branch Library – kitchen area of basement
 - Hulett Branch Library – central hallway of building
 3. Bring first aid kits and emergency supplies to the room.
 4. Close doors and close and lock windows.
 5. Monitor the radio for information and emergency instructions.

Earthquake:

- In-library sheltering
 1. Quickly move away from windows, unsecured tall furniture, and heavy appliances.
 2. Everyone DUCK, COVER, and Hold
 - Duck to the floor
 - Cover your head and neck with arms and take cover under heavy furniture or against an internal wall.
 - Hold On to furniture if under it and hold position until shaking stops.
 3. Do not attempt to run or attempt to leave the building while the shaking is occurring.
- Outdoors:
 1. Move to a clear area, far away from glass, brick and power lines.
 2. DUCK and COVER.
- After the earthquake –
 1. Account for all staff, children, and patrons.
 2. Check for injuries and administer first aid if necessary.
 3. Call 9-1-1 for life-threatening injuries.
 4. If necessary, evacuate to predetermined meeting site and AGAIN account for all staff, children and patrons.
 5. Monitor the radio for information and emergency instructions.
 6. Do not use the phone except for emergency needs.
 7. Remain outside of the building until it has been inspected for re-entry.

Chemical spills/Hazardous materials

1. If told to Shelter in the Library
 - a. To reduce air drawn in from outside, close the windows and vents. Turn off the A/C or heat and fans.
 - b. Keep a radio with you at all times.
 - c. Move to a sealed room. Close off all non-essential rooms such as storage areas.
 - d. Seal gaps under doorways and windows with wet towels or plastic and duct tape.
 - e. Evacuate if told to do so.
2. If Outdoors:
 - a. Stay upwind and uphill from the spill
 - b. Move at least ½ mile away, or, as far away as possible.
3. If in a Vehicle:
 - a. Get away from the accident site.
 - b. Close your windows and shut off vents.

Bomb threat

- Signal to another staff member to call 9-1-1.
- Before you hang up, get as much information as you can and write it down

ASK the caller:

- Where is the bomb?
- When is it going to explode?
- What will cause the bomb to explode?
- What does the bomb look like?
- What kind of bomb is it?
- When did you place the bomb?

NOTE the following:

- Exact time of call.
 - Exact words of the caller.
 - Caller's voice characteristics (tone, male/female, young/old, etc.)
 - Background noise.
-
- Avoid touching any suspicious packages or objects (pipes, propane tanks, etc.).
 - Avoid running or anything that would cause vibrations in the building.
 - Avoid use of cellphones and 2-way radios.
 - Evacuate if necessary for the safety of staff, children, volunteers, and patrons.

Suspicious Person

It is very important that everyone in the libraries feel comfortable with the surroundings including other persons. If, at any time, a person is present in the libraries that cause any staff to feel fearful, the police should be notified.

If you have concerns regarding a person who is acting suspiciously, do the following:

1. Notify the Library Director or Branch Manager of the identity of the person in question and explain why you are concerned.
2. Notify the appropriate Police Department of the situation with specific details.
3. Remain calm and do NOT cause undo concern to the members of the public.

SIGNATURE PAGE

We, the undersigned members of the Crook County Library Board, adopt this Emergency Procedures Manual

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date