

Emergency Policy

Fire – In the event of a fire in the library, staff will file all patrons out of the emergency exit doors. Everyone will remain a safe distance away from the library, across the street from (or in the rear of) the parking lot. All library staff need to know the locations of all fire extinguishers, fire alarms, and exits.

Tornado – If the town's tornado siren should sound, or if the library staff receives reliable warning information of a severe storm or tornado, library staff will file all patrons out of the library (locking the doors behind them), downstairs and into the restrooms. Patrons and staff will remain in the safety area until the all-clear is sounded. Patrons do not have to go to the shelter area **but are required to leave the library.**

Winter Weather – If winter weather makes driving hazardous, the library director and staff may choose to close the library for safety reasons. In this case, a "Closed" sign will be placed on the front door of the library, notifying patrons, if able. Information will also be sent to local news outlets and posted on social media.

Elevator Failure – If a person becomes stranded in the elevator, library staff should stay with the person until help arrives. Do not attempt to pry open the doors.

Evacuations – If there is a threat of personal danger, staff will immediately evacuate the library. Staff will announce the evacuation and file patrons to the nearest exit. Staff will also notify emergency personnel by calling 911.

If there is someone in the library whom the staff feels is a danger to themselves, other patrons, or library staff, library staff must call 911.

If a threat has been called into the library, staff must gather as much information as possible from the caller. Keep the phone line open and the caller on the line as long as possible for emergency personnel. Evacuate the library and call 911.

Medical Emergency – Call 911 immediately in the event of a serious medical problem. A first aid kit is available behind the staff counter. An AED is available in the lower level of the Renaissance Center, near the bathrooms. Staff should use caution when administering first aid. Do not attempt to move the injured person until emergency personnel have arrived.

Power Outages – If the power is out at the library for more than one hour, the library will close. Staff will notify all patrons inside the building, post a sign on the door and on social media, and contact local news outlets about the closure.

*All emergency exits are clearly marked with text and overhead signage.

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