

Wautoma Library Emergency Response Procedures

“CALL 911”

Tornado

Note: Monitor NOAA. When the alarm goes off issuing a TORNADO WARNING;

1. Alert the public of the Tornado Warning.
2. Move yourself and the public to the men's restroom immediately. Lock the stall door.
3. Do not leave the building.
4. In event you can't make it to men's restroom, move to an interior hallway or room (STAY AWAY FROM WINDOWS.)
5. Listen for an all clear prior to leaving the shelter.

Even though the public should be encouraged to stay in the building, they should be allowed to leave if they choose to.

HAZMAT (Chemical) Spill

If the Spill Occurs Outside:

When notification is received Shelter in place;

1. Close all windows and doors.
2. Follow instructions from First Responders.

If the Spill Occurs Inside:

1. If chemical comes in contact with skin flush with clear water.
2. Call 911.
3. Obtain copy of SDS For First Responder.
4. Attempt to contain the spill.
5. Notify supervisor.
6. Evacuate as required.

Fire

1. Alert Co-Workers.
2. Call 911.
3. Evacuate the area if unable to put out the Fire with The Fire Extinguisher.
4. Pull Fire Alarm on the way out of the building.
5. Assemble in front of the World War II Memorial Building.

Note:

If smoke is encountered breathe through a piece of cloth to reduce smoke inhalation. If smoke is thick drop to knees and crawl out of the smoke toward exit.

clothing catches fire: STOP, DROP and ROLL.

If you become trapped move to the perimeter and signal for help. Break windows as a last resort.

ALICE

ALERT: Make announcement, break glass, etc.

LOCKDOWN: If evacuation is not a safe option, barricade entry point and prepare to evacuate or counter

INFORM: Communicate real time information on shooter/intruder location. Use clear and direct language.

COUNTER: Last resort– Distract shooters ability to shoot accurately.

EVACUATE: Run from danger when safe to do so– Use any type of exit.

*ALICE is not done in order. When Law Enforcement arrives, show your hands and follow commands.

Lockdown! When there is suspicious activity/person. Lock doors, turn out interior lights, move away from sight, maintain silence.

Evacuate! When there is a bomb threat, suspicious package. Staff lead to Location. Bring your phone, leave your stuff, BE QUIET, follow instructions.

This is what we had on file
Master

**WAUTOMA PUBLIC LIBRARY
DISASTER POLICY**

Tornado

In the event that the tornado warning siren sounds, calmly announce to any patrons present in the library that they should move to the men's bathroom, located in the back hallway. If there are too many patrons for the men's bathroom, remaining patrons may find shelter in the women's bathroom, preferably in the bathroom stall itself. Patrons and staff should remain in the bathroom(s) until the danger has passed. DO NOT allow any children to leave the library unattended, once the siren has sounded. Any adult patrons, with or without children, should be allowed to leave if they so desire.

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Display Waiver
WAUTOMA PUBLIC LIBRARY
WAUTOMA, WI 54982

Group name: _____

Artist/Owner: _____ Phone: _____

Address: _____

Date(s) art/collection to be displayed: _____

Date(s) art/collection will be taken off display: _____

I, the undersigned, agree and understand that the Wautoma Public Library cannot be held liable for the loss, theft, or damage of the artwork or other materials I've requested be displayed at the library. I understand that the Library has the right to choose not to display items or ask that items be removed from display. I understand that the Library will not sell or collect money for displayed items but will refer patrons to the artist/owner about possible purchase and I give my permission for the Library to give my contact information in such instances.

Date: _____ Signature: _____

I approve this display.

Date: _____ Library Director: _____

Now - Tues

**PRIVACY OF LIBRARY RECORDS AND LIBRARY USE
WAUTOMA PUBLIC LIBRARY
WAUTOMA, WISCONSIN**

The Wautoma Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Wautoma Public Library Board supports the principle of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal Requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- 1) with the consent of the individual library user
- 2) by court order
- 3) to persons acting within the scope of their duties in the administration of the library or library system, or
- 4) to other libraries (under certain circumstances) for interlibrary loan purposes [see 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library user's name, library card number, social security number, telephone number, street address, post office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the four exceptions provided by Section 43.30 (see above).

Rules to be followed by library staff

- 1) As required by state law, library staff may only disclose library records indicating the Identity of library users under the following conditions:

- a) disclosure to staff members of the Wautoma Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director;
 - b) disclosure as authorized in writing by the individual library user.
 - c) disclosure pursuant to court order (see below for handling of different types of court orders).
- 2) Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.
 - 3) Library staff are not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

Handling of court orders

[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else) brings a **subpoena**¹ directing library staff to produce library records:

- 1) Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.
- 2) The library director or the highest-ranking staff person should ask the municipal attorney to review the subpoena.
- 3) If the subpoena has any legal defects, require that the defects be cured before the records are released.
- 4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court, keeping the requested information confidential and limiting its use to the particular case.
- 5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**²:

- 1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- 2) Request that the law enforcement officers wait until the municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officers are *not* required to accede to your request to delay the search.)
- 3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

¹ A subpoena is a call to come before a court, and may include a direction to bring specified records. Not all subpoenas are court orders. Our municipal attorney can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose records in response to a subpoena that is not a court order if those records indicate the identity of library users.

² A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

If FBI agents bring a court order in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (FISA)³ :

- 1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- 2) Request that the law enforcement officers wait until the municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
- 3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
- 4) **It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).**

³ The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such an investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."