

Emergency and Evacuation Procedures Policy

Boyden Public Library

Procedures for Fire, Tornadoes and Snow Emergencies

EMERGENCY and EVACUATION PROCEDURES:

FIRE

1. Call 911.
2. The library has a north exit which leads to the outside of the building in case of smoke or fire and a south exit which leads to the city office hallway. The librarians are familiar with these exits and will assist all individuals in the evacuation of the building.

TORNADOES

The library contains two rooms within the building which do not contain an outside wall or window. The two restrooms may be used in the event of a bad storm or tornado. The librarians will assist all individuals in the library to take shelter in these rooms. If there is time we may also walk to Van Bruggen & Vande Vegte and be in their basement. This is all at the librarian's discretion.

SNOW EMERGENCIES

The library will try to be open even during inclement weather but when the roads are impassable or it is too dangerous to travel, the library will be closed. We will post this information on our Facebook page and also KIWA Radio will be notified.

Reviewed: September 2018