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Maryville Public Library Policy

Section F: MISCELLANEOUS POLICIES & PROCEDURES

Subject 100: Disaster Procedures: Fire

Page 1 of 1 Last reviewed/revised: 2018

Disaster Procedures: Fire

HUMAN SAFETY IS THE MOST IMPORTANT THING TO REMEMBER WHENEVER THERE IS A FIRE.

Staff Instructions for Fire on Library Property:

- Get out and direct patrons to get out unless the fire is very small. Make sure there is a free path to the exit. Check restrooms and the elevator. If fire is smoky, gets low to the floor while getting out.
- Calls 911 immediately as soon as the fire is observed or reported.
- If the fire is very small, take the nearest fire extinguisher to the fire. While approaching the fire, test the extinguisher. Use the PASS procedure with the fire extinguisher: Pull Aim Shoot Sweep.
- Spray the fire until the extinguisher is empty.
- Leave the building at the slightest sign that the fire is getting out of control
For other staff present in the building
- Assist clearing the building through exits away from the scene of the fire.
- Leave the building at the slightest sign that the fire is getting out of control.

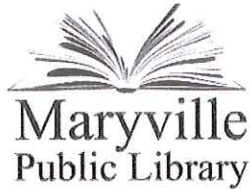
After the firemen arrive and put out the fire, the Fire Department will notify the staff member in charge (the Library Director or designee in this chain-of-command order: the Assistant Director, or the most senior staff member) when the building can be re-entered. **Do not enter the building until the Fire Department issues the re-entry order. Direct volunteers to avoid entering the building until the Fire Department issues the re-entry order.**

If the Library Director is not present, find and notify him or her. If the Library Director or Assistant Director cannot be reached, find and notify the Library Board President, or any known Library Board Member.

Each staff member present will need to document what he or she remembers of the event. The Library Director or designee is responsible for completing and filing MIRMA forms within 24 hours of the event. If the building cannot be re-entered, then the forms should be completed at City Hall in the Clerk's Office. The staff member most involved in putting out the fire will need to document what he or she remembers of the event and complete MIRMA forms for the Library Director's signature. In the event that the Library Director cannot sign the forms within 24 hours, then his or her designee (Assistant Director, or most senior staff member available) must sign them and get them to the City Clerk's Office.

If fighting the fire has caused water damage to the collection, follow procedures to triage the materials and get the irreplaceable items flash frozen. (See front desk manual.)

If fighting the fire has caused water damage to carpet, furnishings, plaster walls, etc., take measures to get the items removed from the building as quickly as possible to prevent mold growth and its spread.



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Section F: MISCELLANEOUS POLICIES & PROCEDURES

Subject 200: Library Procedures: Epidemic

Page 1 of 2, Adopted April 2020

Library Procedures: Epidemic/Pandemic

The purpose of this document is to establish formal guidelines for library operations during an extended epidemic. In addition to this policy, the library will be required to follow orders of the County and State Health Departments to help slow the spread of illness. This may include reductions in library service or the closing of the library.

LEVELS OF OPERATION

BLUE: NORMAL OPERATIONS

Business as usual. Staff will continue daily tasks and assignments, which include disinfecting computer keyboards and other peripherals.

At all times:

- Staff should wash their hands with soap and water for at least 20 seconds before eating and after using the bathroom, coughing, sneezing, or handling items touched by patrons who are coughing, sneezing, or complaining of flu-like symptoms. If soap and water is not readily available, a hand sanitizer containing at least 60% alcohol is recommended.
- Staff should avoid touching eyes, nose, and mouth with unwashed hands.
- Staff should stay home when sick, especially during and at least 24 hours after a fever is present.
- Concerning bodily fluid spills: When cleaning any part of the library where bloodborne pathogens may be present (urine, excrement, blood, vomit, saliva or any other bodily fluid) staff is required to use biohazard cleanup supplies provided such as gloves, goggles, absorbent powder and scoop if needed, bleach solution or other disinfectant, and red biohazard disposal bags.

GREEN: ON ALERT

The Director is monitoring a possible epidemic. In addition to following the guidelines listed above, staff should increase handwashing and sanitizing surfaces to prevent the spread of illness. Library employees who have a fever or have been in close contact with individuals suspected of being infected with the monitored virus are encouraged to stay home until at least 24 hours after the fever and other symptoms have disappeared. Programs involving groups of people may be canceled. This includes outside groups renting rooms and library outreach activities.

YELLOW: SLOW OPERATIONS

The Director has notified library employees that infection is in the area which may result in decreased library hours of operation. Library employees who have a fever or show signs of illness are required to remain at home. Programs involving groups of people will likely be canceled. This includes outside groups renting rooms, library outreach activities, and delivery of books to homebound and nursing home residents.

RED: STOP OPERATIONS

The Director has been notified of a health emergency by health officials or the highly contagious infection of a library staff member. One of these conditions may result in closure of the library until further notice.

Staff Procedures for STATUS RED: STOP OPERATIONS

- The Director will inform the staff and the library board of the health emergency or staff infection. The public will be notified of the closing through the library's website, social media, and if the timing allows, through local media outlets.
- The public will be encouraged to login to the library's website online to renew materials, manage their library card accounts, and access 24/7 electronic resources made available by the library.
- Overdue fees for physical items will be suspended for the duration of the closing.
- All staff will continue to be paid for the duration of the emergency, based upon their regularly scheduled hours and special duties.
- Under voluntary library closure, one designated staff member may come in to check on the building and empty the book drop using gloves. Eye protection, aprons, and N95 respirators may be recommended, based upon the nature of the epidemic. Handling of returned materials beyond clearing the book drop is not recommended until items can be sanitized in accordance with recommendations from public health officials. Staff are required to wash their hands for 20 seconds in hot water with soap after removing protective gloves and before removing eye protection and masks.
- Under ordered library closure by a public health or law enforcement agency, no staff will be allowed in the library.
- After the health emergency has passed, the Director may allot one additional day of closure for cleaning and sanitizing materials and surfaces. Additional precautions may be taken under the recommendation of public health officials.
- Upon reopening, the library director will continue to monitor news and public official announcements in case a second wave illness occurs.

PAID TIME OFF FOR STAFF QUARANTINED DUE TO CLOSE CONTACT: Any employee who is ordered to quarantine or is caring for a quarantined immediate family member (parent, spouse, children, grandchildren, or persons residing in the same household) will be given paid sick leave for the duration of the quarantine order, based on the employee's scheduled hours. The order may be transmitted to the library by any means possible by a local public health care official or healthcare provider. If quarantine orders are impossible to obtain due to the health care system being overwhelmed, the Director may waive this requirement. This policy is in effect only during a CDC-declared epidemic or pandemic.