

# Langford Town Emergency Procedures Policy For Town Board and Library

Adopted April 21, 2015

## **Emergency Numbers:**

Off-site services to be called in case of an emergency

**Fire Department 911**

**493-6701 – Langford**

**448-5181 – Britton**

**First Responders 911**

**Sheriff's Office 911**

**Utilities 493-6457 – City Office**

**Medical:** If a customer or employee is in need of medical attention call 911. Under no circumstances should uncertified staff members offer medical advice, attention, or medication. Any City employee trained in first aid is authorized, but not required to provide first aid to anyone.

**Tornado:** When the tornado siren sounds the person in charge will announce to patrons that a tornado has been sighted in the Langford area. All persons who are not able to get to a safe building will be instructed to go to one of the bathrooms or to the storage closet or furnace room which are inside rooms. During reading programs there will be enough adults present to be with all the children. Everyone is to remain in these rooms until the all clear signal sounds. Children will not be allowed to leave except with an adult if there has been destruction in the area.

**Fire:** If there is a fire discovered that is small and can be contained; use the fire extinguisher to put out fire. If fire cannot be put out, everyone should leave the building and then call 911. All patrons will be asked to leave the building immediately and go across the street to the vacant lot beside the Legion Hall. There is a front exit and a rear exit which will be open as escape routes. Adults helping with reading programs will be told where the two exits are. City personnel should close any doors that will prevent fire from spreading. Leave building and do not return until the all clear is given by the fire department. Fire extinguishers should be checked every year by the fire department and serviced every three years.

**Threatening Person:** If a person who is threatening enters the building, our first priority would be to try to remove patrons from the building. The person who is not involved with the problem should call 911 immediately. Personnel should not challenge the person, but will try to keep the threatening person calm until help arrives. See that no other patrons enter the building while this situation is occurring.

This policy will be reviewed and discussed annually with the staff.