



# Emergency Procedures

January 2018

## Emergency Contact Information

Important numbers in case of emergency: 911

- **Staff Contacts**
  - Kathleen Bowman, Director—574-261-5195
  - Kim Gingher, Board President—574-772-3840
  - Bob Shireman, Facilities Manager—574-806-6909
  - Rob Pitts, Systems Administrator—574-249-1886
- **Emergency Services, non-emergency numbers**
  - Police—574-772-4122
  - Sheriff—574-772-3771
  - Fire Department—574-772-4141
  - Ambulance—574-772-5033
- **Service Providers**
  - Simplex (fire alarm monitoring) – 888-746-7539
    - Account #203-1606
  - Electrical problems
    - Busse Electric—574-772-0749
    - Eldon Jackson—574-896-3220, [Electrical, heating, cooling, plumbing problems at the branches]
    - NIPSCO – 800-634-3524
- **Gas Leak**
  - NIPSCO – 800-634-3524
- **Plumbing**
  - Eldon Jackson—574-896-3220 [Electrical, heating, cooling, plumbing problems at the branches]
  - DS & S—574-772-0150
- **Sewer/Drains**
  - DS & S—574-772-0150
  - Knox Water Department—574-772-3032
- **Heating/Cooling**
  - Dynamic Mechanical—574-257-0123
  - Eldon Jackson—574-896-3220 - Branches
- **Roofing**
  - Gary Reedy (Knox Roofing)—574-772-3904
- **Glass Breakage**
  - Starke County Glass—574-772-5625
- **Locksmith**
  - Brandy's Lock & Key (Dennis) – 800-892-7783
- **Security systems at the branches**
  - FSS Technologies – 574-936-7139

## Heating / Air Conditioning Problems

### TO-DO: When the heating or AC are not working

- Contact the Facility Manager (Bob) to report the situation. If the Facility Manager is not available, contact Dynamic Mechanical at 574-257-0123
- Contact the Library Director. If it is hot or cold enough to be dangerous to staff and patrons, it may be necessary to close the building

### If the decision to close is made, begin a non-emergency evacuation:

- Post-closing information on the Library Website
- Contact WKVI **Phone 574-772-6241/Studio 574-772-7600** or [www.wkvi.com](http://www.wkvi.com) with closing information. Circulation staff may continue to check patrons out.
- A staff member in each area should walk the entire department to ensure that all patrons have been evacuated. Complete normal closing procedures, particularly the following:
  - A staff member in each area should walk the entire department to ensure that all patrons have been evacuated. In addition:
    - Reference & Readers' Services will be responsible for checking the Fiction & Nonfiction stacks, Reference, the loft, and the Indiana Room
    - Circulation staff is responsible for checking the back offices and meeting room, and basement
    - Youth Services is responsible for clearing their area
  - Once all areas have been cleared, lock the doors
  - Post a sign on the door "Library is Closed." [Obtain sign from the Emergency Sign Supply].

## Power Outage Checklist

### To-Do: When power is lost or there are intermittent outages

- Contact Facility Manager
- Contact Systems Administrator to address computer/server issues. For more information about any Computer/server issues, see the Computer or Server Problems section of this manual
- Contact Library Director
- Try to find out how long we will be out of service (if for an extended period of time, and in cold weather, monitor closed water system to prevent freezing.) accurate?
- If there is enough light on in the building to be able to navigate through the stacks, it is warm enough, and it is safe to do so, the Library will remain open. If it is necessary to close the building, the Library Director or Board President must be contacted for approval
- Stay in Communication with appropriate entities throughout the outage
- Flashlights are at the Circulation Desk, and in each department

### If the decision to close is made, begin a non-emergency evacuation:

- Try to keep patrons in lighted public areas
- Post-closing information on the Library website
- Contact WKVI **Phone 574-772-6241/Studio 574-772-7600** or [www.wkvi.com](http://www.wkvi.com) with closing information
- Circulation staff may continue to check patrons out
- A staff member in each area should walk the entire department to ensure that all patrons have been evacuated. Complete normal closing procedures, particularly the following:
  - A staff member in each area should walk the entire department to ensure that all patrons have been evacuated. In addition:
    - Reference & Readers' Services is responsible for checking the Fiction and Non-fiction stacks, Reference, the loft, and the Indiana Room
    - Circulation staff is responsible for checking the back offices and the meeting room and basement
    - Youth Services is responsible for clearing their area
    - Once all areas have been cleared, lock the doors Post a sign on the door "Library is closed."

### After power is restored:

- Turn all lights on and reset any breakers in panels (basement electrical room & west closet in the large meeting room)
- Contact Systems Administrator and let him know we are back on line so the servers can be checked

## Chemical Spill/Gas Leak Checklist

**To-Do: When a hazardous chemical has been spilled or a gas leak is suspected, and the fumes will cause harm to staff and patrons**

- Call 911 to report the issue
- Assume fumes are hazardous.
- Do not use matches or lighters
- Circulation should contact the Facility Manager and the Library Director
- Contact Knox Elementary School (574-772-1633) or Knox School Corp. Office (574-772-1600) to advise them of gas leak
- Contact WKVI **Phone 574-772-6241/Studio 574-772-7600** or [www.wkvi.com](http://www.wkvi.com) with closing information
- Circ staff will contact Readers' Services, Youth Services, and Reference to begin evacuation.
- Have Circulation make the announcement:
  - "Attention please, this is an emergency, Please leave all library materials in the library and proceed to the nearest exit. Proceed to the parking lot."
- Patrons should be directed to the nearest safe exits, following the escape procedures posted in all public areas of the building.
- Reference staff will go to the parking lot immediately to coordinate traffic control, to prevent patrons from entering the building, and to speak with the Emergency Personnel when they arrive.
  - One or two staff members from Circulation should go to the parking lot entrance to direct traffic away from the lot. No vehicles (other than emergency) should be allowed to enter the parking lot during an evacuation,
  - Reference staff should check employees exiting against the staff schedule to ensure all staff members have left the building.
- A staff member in each area should walk the entire department to ensure that all patrons have been evacuated. In addition:
  - Readers' Services will be responsible for checking the Fiction & Non-Fiction stacks, Reference and the Indiana Room.
    - If there is no one in Readers' Services, a Circ staff member will need to check the stacks, Reference, the loft, and the Indiana Room
  - Circulation staff is responsible for checking the back offices, meeting rooms, and basement
  - Youth Services is responsible for clearing their area
  - Patrons and staff should gather in the Southeast Corner of the parking lot; near the fence next to the playground
  - Contact the Library Director
  - No one should reenter the building without permission from the Fire Department. Remain away from the building until the Fire Department has given the all-clear.
  - When the All Clear is signaled, staff should proceed back to their areas to assess any damage. If the building is secure and systems are functioning, staff may resume activities
  - Complete an incident report at the earliest opportunity.

**Remember: You cannot force adult patrons to leave the building. If they refuse, ask them to stay in that location, and report their location to the Fire Department.**

## Water Damage Procedures

### To-Do: When water damage is observed

Electrocution is a potential danger when water comes in contact with electrical outlets or equipment. Use extreme caution. **DO NOT ENTER STANDING WATER UNTIL NOTIFIED IT IS SAFE TO DO SO BY THE PROPER AUTHORITY!**

1. Protect library materials from water damage.
2. Contact the Facilities Manager and the Library Director, The Library Director and/or Facility Manager will determine the source of the leak and Call the Fire Department and/or appropriate contractor.
3. Do what needs to be done to protect patrons and staff.
4. Use Wastebaskets and tarps to catch dripping or spraying Water. Place tarps to protect as much material as possible.
5. If water damage has already occurred or will occur, follow the guidelines in the next section.
6. Keep in mind that Water damage is a major threat to property and people,

### To-Do: Conservation of Library Materials

(After it is ALL CLEAR to enter the affected area)

#### Minimize the loss/stabilize environmental conditions

1. Work as quickly as safety conditions allow
2. Shut off/divert water from library materials
3. Cover materials with tarps or move if possible
4. Wet materials must be handled carefully to avoid inflicting additional damage
5. Computer/electronic equipment in the immediate vicinity should be covered and unplugged
6. Do not open or close wet books
7. Inform the Library Director, Facility Manager and Technical Services
8. Make a Written record and photograph damage
9. The Library Director will contact a recovery service if necessary

## Computer/Server Problems

**To-Do:** When the Computer network is down, a computer is down, or the Wi-Fi is not working

- Contact the Systems Administrator to report the issue, and notify the Library Director
- The Library's server and storage is backed up daily to ensure as little disruption as possible in the event of a disaster.
- If the Systems Administrator or Director cannot be reached, contact appropriate support:
  - If all Internet access is down (including phones), contact ENA support at 888-612-2880 or [support@ena.com](mailto:support@ena.com)
  - If only Wi-Fi is not Working, contact Meraki support at 415-632-5994 or [support@meraki.com](mailto:support@meraki.com)
  - If the issue appears to be with our ILS, Contact Evergreen at 1-844-483-0037 or <https://help.evergreen.lib.in.us/helpspot/index.php?pg=request>

**The servers have special surge protection, so it should not be necessary to ever have to turn them off to prevent power surge problems.**

## Library Accounting Information Disaster Recovery Plan

### Backups

**Back-ups are performed by Rob Pitts and Kathryn Lynch.**

### Service providers under contract

**To assist the Library with accounting software and general computer hardware and software problems:**

Keystone

9401 Innovation Drive. Suite 400

P.O. BOX 669

Daleville, IN 47334

800-875-1553



## Medical Emergency Procedures

### To-Do: In the event of any illness or injury

- Call 911 immediately and Contact the Library Director, or senior person on duty. If unsure about whether or not to call 911, it is better to err on the side of caution. Here are some general guidelines; in these cases call 911 immediately:
  - In a situation where blood or other bodily fluids are visible
  - If the injured person loses Consciousness or is disoriented
  - If the injured person cannot clean or bandage the Wound themselves
- Do not attempt to move a person who has fallen and who appears to be in pain
- Unless it is a life-threatening situation, do not attempt to render any first aid yourself before Paramedics arrive. A First Aid kit is located at the Circulation Desk. We do not provide medical treatment, but staff may hand out Band-Aids to patrons. Never give aspirin or other medications to any patron
- Only use CPR if you have been trained to do so
- Unless the injury is such that in order to stop bleeding, one must immediately apply pressure to a profusely bleeding wound, staff members should not attempt to clean the wound
- If first aid materials are provided to an injured person or someone legally responsible for that person, the staff member should not touch contaminated materials
- If possible, get the injured person's name, phone number and address. If there are any witnesses to the event (patrons or staff members), get their names and phone numbers; even if the injured person says they are fine, or do not feel follow-up care is needed.
- Observe the area and note on the Incident Report whether there were conditions which contributed to the injury
- Any time blood, bodily fluids, or other potentially infectious materials are found, the area must be immediately Cordoned off and quarantined, even if the Library must be closed to accomplish this
  - Personal protective clothing, such as gloves, should be used in the clean-up of the area and disposal of contaminated Waste
  - Facilities staff or janitorial staff are responsible for safe clean-up and disposal of the area and contaminated waste; otherwise any available staff member should perform the clean-up if they are able and have the proper materials to do so. Janitor/Facilities may be called in to resolve if needed
  - Use Voban or similar product (kitty litter works) to absorb & sweep up any bodily fluids (i.e. blood or vomit)
  - If necessary, a professional hazardous/contaminated clean-up firm shall be contacted and retained for complete clean-up and decontamination. The quarantine shall be effective until complete clean-up and disposal is obtained
  - Hand-Washing facilities must be used by the employees as soon as possible, including following the removal of personal protective equipment.
- Limit Communication with the injured person. Do not discuss the possible cause of the accident or any conditions that might have contributed to the accident
- Never drive an injured or ill person anywhere, even if it is a staff member. If Paramedics say it is not necessary to go to the hospital, the injured or ill person should call a friend or family member to transport them
- Complete an Incident Report and contact the Library Director as soon as possible

## Tornado/High Winds Checklist

### To-Do: Tornado or high winds have been reported

- The Business Office and Technical Services will monitor the weather Warnings on the radio
- In case a Tornado Watch has been issued:
  - The Business Office Reference staff and/or Technical Services will continue to monitor the weather warnings on the radio
  - A sign should be placed on the door advising patrons that the area is under a severe weather watch
  - All departments should be notified of the potential threat, and should prepare their area (make sure they have flashlights handy, designate who will be responsible for each duty in the event a Tornado Warning is issued)
- In the event a **Tornado Warning** has been issued, Circulation will make the **announcement**:
  - "May I have your attention, please? A Tornado Warning has been issued for this area. Please proceed to the Circulation desk, and follow staff members to the designated areas. You will be directed where to stay until the Warning is canceled."
  - Patrons should be directed to the basement
    - If time or other factors (such as mobility) do not permit patrons or staff to go downstairs, go to the restrooms in the lobby. If patrons are in the restrooms, one staff member should remain with them
    - Patrons cannot be forced to remain in the building
    - Reference staff are responsible for coordinating with other departments to ensure that every person in the building is guided to safety
  - A staff member in each area should take the flashlight from their area, and walk the entire department to ensure that all patrons have been evacuated downstairs. In addition:
    - Readers' Services will be responsible for checking the Fiction and Non-fiction stacks, Reference, the loft, and the Indiana Room.
      - If there is no one in Readers' Services, a Circ staff member will need to check the stacks, Reference, the Loft, and the Indiana Room
    - Circulation staff is responsible for checking the back offices, the meeting rooms
    - Youth Services is responsible for clearing their area
    - Circulation staff should assist patrons with disabilities downstairs if possible, or to the restrooms on the main floor
    - Once each area is clear, that staff member should proceed to Circulation to see if anyone needs assistance. When the building has been cleared, staff members should proceed to the basement or the lobby restrooms. Reference staff is responsible for ensuring that all staff members are accounted for
    - When the All Clear is signaled, staff should proceed back to their areas to assess any damage. If the building is secure and systems are functioning, staff may resume activities
    - If damage has occurred to the building or its systems, contact the Library Director to determine whether or not the building should be closed

## Fire Evacuation Checklist

### To-Do: When smoke or fire is seen, or fire alarms sound

- Call 911 to report the issue
- Have Circ staff Contact Readers' Services, Youth Services, and Reference to begin evacuation
  - Staff members should evacuate the building whenever the alarm sounds, unless the alarm is obviously false (i.e. a child is witnessed pulling a pull station)
- Have Circulation make the announcement:
  - "Attention please, this is an emergency. Please leave all library materials in the library and proceed to the nearest exit. Please proceed to the parking lot."
- Patrons should be directed to the nearest safe exits, following the escape procedures posted in all departments and public areas of the building
- Reference staff will go to the parking lot immediately to coordinate traffic control, to prevent patrons from entering the building, and to speak with the Emergency Personnel when they arrive
  - One or two Circ staff members should proceed to the entrance of the parking lot to direct traffic away from the lot. No vehicles (other than emergency) should be allowed to enter the parking lot during an evacuation
  - Reference staff should check employees exiting against the staff schedule to ensure all staff members have left the building
  - A staff member in each area should walk the entire department to ensure that all patrons have been evacuated, In addition:
    - Readers' Services will be responsible for checking Fiction & Non-Fiction stacks, Reference, the YA loft, and the Indiana Room
      - If there is no One in Readers' Services, a Circ staff member Will need to check the stacks, Reference, the YA Loft and the Indiana Room
    - Circulation staff is responsible for checking the back offices and the meeting rooms and basement
    - Youth Services is responsible for clearing their area and checking to ensure no one is in the basement
  - Patrons and staff should gather in the Southeast corner of the parking lot; near the fence next to the playground
  - No one should reenter the building without permission from the Fire Department. Remain away from the building until the Fire Department has given the all-clear
  - When the All Clear is signaled, staff should proceed back to their areas to assess any damage. If the building is Secure and systems are functioning, staff may resume activities
  - Contact the Library Director

**Remember: You cannot force adult patrons to leave the building. If they refuse, ask them to stay in their location, and report their location to the Fire Department.**

## Additional information in the event of an explosion:

- Do not move seriously injured people unless they are in obvious immediate danger from fire, building Collapse, etc.
- Be prepared for possible further explosions. If necessary, crawl under a table or desk until it is safe to leave the building.
- Open doors carefully. Watch for falling objects. Before opening any door, touch it near the top. If the door is hot or smoke is visible, do not open it.
- Follow the Police Department's instructions.
- Assume Smoke/fumes are hazardous.
- Do not use matches or lighters.
- Do not return to the emergency areas until given the all-clear by Emergency Personnel.
- Do not spread rumors about what has happened.

## Fire Safety Procedures

### **To-Do:** to reduce the risk of injury during a fire

The Library Director and the Facility Manager will ensure that:

- Emergency numbers are posted at each phone
- Fire extinguishers are operable and up to date
- Smoke alarms are inspected regularly and operable at all times
- Flashlights are in each department
- Fire drills are conducted semi-annually

### **Fire/smoke/fumes concerns:**

- All patrons should be removed from immediate danger.
- Confine the affected area by closing doors.
- If it has not been done yet, pull one of the fire alarm pull stations located throughout the Library. Do not attempt to put out a fire with a fire extinguisher unless you have received specific training for this, and will not put yourself or others at risk by doing so.
- Do not disconnect electrical equipment that is on fire.
- Never allow the fire to come between you and the exit.
- Assume smoke and fumes are hazardous. Stay clear of them and crawl on the floor if necessary.
- If your clothes or those of another are on fire, STOP, DROP, and ROLL.
- Do not break windows unless absolutely necessary for evacuation
- Before opening any door, touch it near the top. Is the door is hot or smoke is visible, do not open the door.
- Do not attempt to save any possessions or library materials If you are trapped in the building:
  - Wedge cloth material along the bottom of the door to keep out smoke/fumes.
  - Close as many doors as possible between you and the fire.

### **Potential fire hazards:**

- Portable heaters, fans, toasters, Coffee pots, and other small appliances are known to occasionally cause fires even when turned off but left plugged in. Any staff members who bring personal heaters or fans are responsible for unplugging them when leaving for the day.
- Closing staff are responsible for ensuring the toaster, Coffee pot, and any other small appliances are turned off and/or unplugged at the end of the day.

## Fire Alarm Checklist

### To-Do Fire Alarm Procedures (Simplex fire alarm system)

#### In the event that smoke or fire are not evident:

- Evacuate patrons as a precaution
- If the alarm is false, the Circulation Manager (or other Circulation staff person if the Circulation Manager is not on duty) will be responsible for calling:
  - Sheriff's Office 772-3771 to inform them that the alarm is false
  - Simplex Monitoring 888-746-7539 (acct #203-1606)
  - After all patrons have exited the building, silence the alarm by pushing Acknowledge and then Silence, Don't reset the alarm until the zone that is lit up has been checked.
- Check the indicator panel on the back Wall by Technical Services, to see which zone is indicated
  - If zones 1, 2, 3, or 4 are lit up, do not go to the basement. These zones refer to a problem in the basement. Advise Fire Department Personnel of the situation.
- Determine What Caused the alarm
  - Go to the affected building zone and check all pull stations in that zone to see if they have been pulled. If a pull station has been pulled, the white lever in the middle of the red plastic box will be in a horizontal (rather than vertical) position.
  - If a pull station has not been pulled, look and smell for signs of smoke or fire.
  - Check Smoke detectors in the area. There should be a small red light on one side of the detector that blinks in long intervals. If the detector is not blinking, note which one it is, and report that information to Simplex.
  - If the cause of the alarm cannot be determined, wait to see if the alarm re-sounds
- **To reset a pull station**, go to the key holder near the light switches, and look for a key marked with fluorescent Orange tape labeled "fire alarm pull stations."
  - Insert the key into the pull stations key slot, turn the key, pull down the red box and replace the red box in a Vertical position against the Wall. This will automatically reset the white lever in the middle of the pull station box.
  - Go back to the indicator panel and press reset to rearm the alarm. If the alarm occurs after hours, one of the staff members on Simplex's call list will be contacted. The sheriff's department will send an officer out to see if it is a false alarm before they send the fire department. The staff member should meet the Sheriff and/or the Fire Department at the Library, and search the building for possible signs of fire.
  - Contact the Library Director

## ACTIVE SHOOTER WORKPLACE RESPONSE

This procedure is intended to provide guidance to Library staff in the event an individual is actively shooting a weapon at people while in the Library or on Library property.

An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on the Library premises. In most cases active shooters use firearms and display no patterns or methods for selection of their victims. In some cases active shooters use other weapons and/or explosive devices to increase the numbers of victims and act as an impediments to police and emergency responders.

This plan cannot address all possible scenarios, but outlines a general planned response.

If possible, **the first employee** to identify an active shooter situation will:

- **Attempt** to notify either 911 or another Library building with the following information:
  - Caller's name
  - Location, including 911 address
  - Physical description of shooter
  - Type of weapon, if known
    - Should this employee notify another Library building, that building staff is responsible for immediately and accurately contacting the local sheriff's department via 911

### POTENTIAL RESPONSES

The employees at the location where the active shooter situation is occurring have 3 possible courses of action to follow in response to that danger.

- Evacuate
- Hide out
- Self-defense

### EVACUATE

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

- Have an escape route and plan in mind
- Evacuate, regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:

The hiding place should:

- Be inconspicuous
- Be out of the active shooter's view
- Provide physical protection if shots are fired in your direction (for example, locating in a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
- Not trap you or restrict your movement

To prevent an active shooter from entering the hiding place:

- Lock the door, if possible
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door, if possible
- Silence cell phones
- Hide behind large items, like cabinets or desks
- Remain quiet and motionless

## SELF-DEFENSE

If it is not possible to evacuate or hide, then consider self-defense, with these recommendations:

- Remain calm
- Do not do anything that will provoke the active shooter
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open to allow the 911 dispatcher to listen

Take action against the active shooter only when you believe your life is in imminent danger, and then attempt to disrupt and/or incapacitate the active shooter as follows:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Commit yourself to defensive physical actions

## LAW ENFORCEMENT RESPONSE

The police will arrive to respond to the emergency. Please follow these recommendations:

1. Comply with police instructions. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When police arrive at your location:
  - Remain calm, and follow officers' instructions
  - Put down any items in your hands
  - Immediately raise your hands and spread your fingers
  - Keep your hands visible at all times
  - Avoid making quick movements toward officers, such as attempting to hold on to them for safety



- Avoid pointing, screaming or yelling
- Do not ask officers for help or direction when evacuating, just proceed in the direction in which the officers are entering the area or to an area to which they direct you
- Notify Library administration (Director or Board President) that you have evacuated the premises

3. When police arrive be prepared to share the following information, if possible:

- Number of shooters
- Number of individual victims and any hostages
- Any events that may have provoked the shooter
- Type and number of weapons possibly in the possession of the shooter
- All necessary Library representatives still in the area as part of the Library's emergency management response
- Share your Library key, if requested by the police

## POLICE INVESTIGATION

After the police have secured the premises, the Library will arrange to have designated administration representatives (Director or Department Heads) participate in the law enforcement investigation of the incident, including identifying witnesses and providing requested documents.

## MEDICAL ASSISTANCE

The Library will designate management representatives (Director or Department Heads) who will engage with emergency responders who provide medical assistance to injured employees, including ensuring that all required medical insurance information is provided. The Director and Department heads have access to basic staff medical information, such as allergies, doctors and such.

## NOTIFICATION OF RELATIVES

Law enforcement personnel will notify relatives of any injured employees in a timely fashion.

## OSHA

In the event that there is a fatality or one employee is hospitalized for treatment, OSHA (Occupational Safety and Health Administration) must be notified. If there is a fatality, OSHA must be notified within eight (8) hours. In the event of a hospitalization of one employee for treatment, OSHA must be notified within twenty-four (24) hours.

In addition, if the fatality or injury is work-related, the Library may have to record the incident on its OSHA 300 Log (Log of Work-Related Injuries and Illnesses) within seven (7) calendar days.

## MEDIA

Law enforcement will respond to any media requests for information. Law enforcement will carefully consider the nature of any such requests in order to avoid disclosing information about any person that is confidential and

protected by Federal and state privacy and medical laws and regulations interfering with an ongoing police or Library investigation.

## POST INCIDENT

The Library Director will conduct an Incident review no more than 36 hours after the event.