



## Emergency Procedure Policy

Policy Source	Title
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### Document History

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# 1. Emergency Procedure Policy

## 1.1. Policy

If the Madison Public Library becomes unsafe, the librarian/s on duty will inform the patrons within the library and take appropriate action by either locking the doors of the library, escorting patrons to the basement of the library, or evacuating the library.

The emergency procedure is put into place when the librarian in charge determines it is unsafe. The library in charge will use their best judgement along with information from local law enforcement agencies and other personnel.

## 1.2. Emergencies

Consist of, but not limited to:

- Bomb threat
- Dangerous Behavior
- Fire
- Flood
- Gas, Water line, or Electrical Emergencies
- Heavy Snowfall
- Medical Emergencies
- Missing Children
- Power Failure
- Sexual Misconduct
- Tornado
- Weapon in the Library: Active Shooter/ Dangerous Situation Outside the Building

The City of Madison is an equal opportunity employer and provider.