



Email: info@emmetsburg.lib.ia.us
Website: <http://www.emmetsburg.lib.ia.us>

707 North Superior Street
Emmetsburg, Iowa 50536
Phone: (712) 852-4009
Fax: (712) 852-3785

5.21 Gas Leaks Policy

In the event a gas leak is detected or suspected, the library staff should:

1. Call 911 (dial 9-911). Report the gas leak location.
2. Evacuate building by sounding air horn in one long continuous blast.
3. Not turn any equipment on or off.
4. Once outside, stay clear of the building and entryways to facilitate responder access to the emergency.
5. Notify the Executive Dean of the college who is designated to act in such emergencies
6. Not re-enter the affected area until instructed to do so by ILCC personnel or emergency responders. **LIBRARY STAFF SHOULD NOT TAKE IT UPON THEMSELVES TO TURN OFF AN ALARM OR INSTRUCT OTHERS TO RE-ENTER.**

If a library staff member observes other staff or patrons not taking an alarm or evacuation request seriously, please

encourage them to do so. It may save their life and will reduce the risks to responding emergency personnel.

Adopted by the Board of Trustees: September 2011; Amended: August 2017;
Reviewed: September 2014, September 2020; Scheduled for Review:
August 2023