Phillips Free Library Emergency Preparedness Policy

GENERAL PROVISIONS

In any emergency, it is the first responsibility of the library staff present to insure the safety of patrons and staff. **Remember: people first, property second.** Only when all patrons and staff are safe should staff members try to minimize damage to the library and its collections. When the situation is resolved, fill out an incident report.

General guidelines for action in any emergency situation are:

1. KEEP CALM
2. Quickly gather as much information as possible.
3. Evacuate the area if danger is imminent and secure the area from entry by all trained emergency personnel.
4. Summon the appropriate agency (fire, police, or ambulance) by calling 911 and stand available to direct them to the source of the problem.
5. Contact the Director. If unavailable, contact the Assistant or one of the Trustees.
6. File an incident report afterwards with the Director.

PROCEDURES IN SPECIFIC SITUATIONS :

MEDICAL EMERGENCY

For any medical event requiring emergency services, call 911. Provide whatever assistance you can (see below) until help arrives.

- **Do not attempt to move the person if the injury is serious. Make the person as comfortable as possible .**
- **Ask them to sit or lie down.**
- **Ask for their name, and try to gather as much information as you can about what happened.**
- **Call 911 for assistance.**
- **Let them call the family or offer to call for them.**
- **If any witnesses are present, take their names and ask if they can provide any further information.**
- **If physical trauma is the result of a crime do not attempt any cleanup.**
- **If a person is found unresponsive, call 911 immediately. If you are trained in CPR provide assistance.**

All staff members involved in the incident or witnessing the accident should prepare a written report as quickly as possible and turn it/them in to the Director.

If blood or other bodily fluids are present, use gloves and clean with bleach after the person has been taken care of.

Staff members and volunteers with severe medical problems should notify their supervisors and co-workers of any problems and any standard emergency treatment protocol related to their problem(s).

EVACUATION OF THE BUILDING

1. In the event of a threat, staff will use their own judgement to keep themselves and other safe and evacuate the building as quickly as possible.
2. Announce the evacuation verbally. Pull the alarm for FIRES only. Ask everyone to remain calm and walk to the nearest exit. Do NOT use the elevator. (Familiarize yourself with the fire alarm locations).
3. Call 911.
4. Assist any handicapped or elderly patrons in exiting the building, and without endangering yourself, check the building for stragglers on all three floors. Be sure to check the restrooms, and maker space areas, as well.

5. Move the crowd away from the building. If inclement weather, head for the bank, Brewster House or the Fire Department.
6. Be ready to direct emergency personnel to the exact location of the problem.
7. Prevent anyone other than emergency personnel from reentering the building until it's declared safe by trained responders.

BOMB THREAT

Evacuate the building immediately. Try to gather as much information about the caller as possible. Do not hang up, but gesture for help from other staff member if present and direct him/her to evacuate the building. As quickly as possible, call 911 WITHOUT USING A CELL PHONE. DO NOT ACTIVATE THE FIRE ALARM. Notify the Director or Assistant Director.

CLOSINGS

The Director is responsible for closing the library due to unhealthy or unsafe conditions, or any other emergencies. If the Director is unavailable, the Assistant to the Director will make the decision. If NEITHER are available, the scheduled staff member will the make the decision. When the decision to close is made, staff will be notified and notices will be posted on the Library website and Facebook pages.

DRUG AND PSYCHIATRIC EMERGENCIES; possible VIOLENT BEHAVIOR

Don't engage or argue with anyone who appears to be experiencing a drug or psychiatric crisis or who enters the library in a hostile manner. If at all possible, call 911 immediately. Notify the Director if present, otherwise call the Assistant or another staff member for help. Patron and staff safety is paramount.

EARTHQUAKE

Keep calm. If you are indoors, sit or stand against an inside wall or in a doorway; or else take cover under a desk or table. Be alert to the possible of falling objects, and stay away from windows and outside doors.

ELECTRIC SHOCK

Do not approach the victim if the hazard of shock is still present (live wire is sparking, etc). Secure the area. If appropriate, staff MAY attempt to remove the source of the shock if possible, using insulated material: dry wooden broom handle is best. Call 911. Notify the Director.

FIRE

Familiarize yourself with the location and use of fire extinguishers and alarms on all three floors before a problem occurs. If you detect or suspect a fire before the alarm activates automatically, pull the alarm and evacuate the building.

FLOODING AND WATER LEAKS

If an area is found to be flooded, clear the area and block it from entry to prevent the possibility of electric shock. Call the Director, other staff and/or Board of Trustees to assist. Small leaks are also to be reported immediately. Action may be taken to protect library materials if the threat of shock is not present.

MECHANICAL FAILURE OR DIFFICULTY

(Furnace, Air Conditioning, Broken glass, etc.) Notify the Director, Assistant Director and the appropriate repair agency as listed in the staff manual. If there is broken glass present, do not allow patrons in the area or

attempt to remove the glass yourself. If the damage is the result of vandalism (see below) call 911 or the Homer police department and do not touch anything.

MISSING PERSON

Call 911 immediately. Gather as much information about the person as possible: a description, when and where last seen, who was with them, if a vehicle was involved, etc. and share with authorities. Notify the Director.

POISONING

Time is crucial. Call 911, then Poison Control at 1-800-222-1222. Follow their directions. Until emergency help arrives, follow the general medical emergency guidelines. As soon as possible afterwards, complete an incident report and notify the Director.

SEVERE WEATHER

Assemble all patrons in the Wonder and Discovery Center. Restrooms and offices without glass are preferred sheltering areas. If possible check with local radio station (101.5) or cell phones for updates.

SUSPICIOUS PACKAGE

A suspicious package may have no return address, excessive postage, stains, a strange odor, strange sounds, unexpected delivery, be poorly handwritten, contain misspelled words, incorrect titles, foreign postage or restrictive notes (delivery ONLY to…..) and may be found in a restroom, under a desk, table in a corner or on bookshelf. DO NOT TOUCH or MOVE a suspicious package. Notify the Director, if she is unavailable, call 911.

THEFT, ROBBERY OR VANDALISM

Report all major thefts, acts of vandalism, and break-ins to the police and the Director as soon as discovered. Cooperate with robbers – **remember people first, property second**- and notify the police as soon as it is safe.

TOXIC FUMES (REAL OR SUSPECT)

Evacuate the area or building and call 911. Tend to any affected person in well-ventilated area until emergency personnel arrive. Notify the Director.

Approved by Board of Trustees Nov. 15, 2021.

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