



Disaster/Emergency Policy

This policy is intended to provide guidance in the event of an emergency or disaster at the Lee-Whedon Memorial Library. The Library Disaster/Emergency Plan includes all emergency contact information as well as main shut off locations for utilities. In the event of an emergency or disaster, notify the Director and Assistant Director as soon as possible. Make sure all patrons safely evacuate. Staff assembly location is the end of the hedgerow next to the train on West Ave.

At the conclusion of any of these types of disasters or emergencies, please file an incident report. The form can be found on ConneCTeam.

Emergency Announcement **“Please evacuate the building as quickly as possible. There is an emergency and everyone needs to leave the building calmly and quickly. Staff will assist you if you need it.”**

FIRE/FLOODING/EXPLOSION

In the event of a fire, alert other staff to call 911 and begin evacuation. If the fire can be contained and extinguished safely, proceed to do so. If it cannot be extinguished, pull fire alarm and evacuate. Direct everyone to the sidewalk on West Ave. Familiarize yourself with the type and location of fire extinguishers and alarms within the building. After the fire has been extinguished, turn off the main utilities until the building has been deemed safe.

If a fire occurs in the air ducts, you may not be able to see evidence of a fire but the fire alarm will go off. The alarm panel will show Mechanical Room. Call 911 and evacuate the building. Once extinguished, the duct system must be reset in the boiler room using the key and then reset on the alarm panel.

In the event of a flood, evacuate the building and call 911. Do not walk through water if at all possible until the electricity has been disconnected. If it is safe to do so, turn off the main utilities. Call National Grid to turn off the power if not.

In the event of an explosion, evacuate the building and call 911. You should also pull the fire alarm when exiting the building.

MEDICAL

In the event of a medical emergency, alert other staff to call 911 if EMTs or a hospital are needed. Staff should exercise caution when administering first aid. If staff are uncomfortable assisting in a medical emergency, they are not required to do so. A first aid kit is kept in the break room. This contains peroxide, gloves, bandages, and a stop the bleed kit. Medication should never be dispensed to the public; this includes all over the counter and prescription medicine. Fill out an Incident report and give it to the Director.

The Library has an AED machine in the event of a cardiac related medical event. Staff receive training annually on its use. The AED machine will also talk you through how to use it.

ACTIVE SHOOTER

In the event an armed person enters the building, immediately evacuate. Call 911 as soon as possible. Based on training provided by the MPD, employees and patrons should follow these guidelines: Run, Hide, Fight.

Run. Know where all the exits are in the building. Leave all your belongings behind. Help others escape if possible. Pull fire alarm if possible. Do not attempt to assist any wounded individuals. Call 911.

Hide. Find an inconspicuous hiding place. Stay out of view. Lock doors and stay low to the ground. Blockade the door if possible. Silence cell phones. Call 911 even if you cannot speak.

Fight. Last resort only. Do not take action unless you are in imminent danger. Act aggressively. Yell loudly. Throw items. Improvise a weapon (fire extinguisher, stapler, etc). Call 911.

When law enforcement arrives:

1. Follow all police instructions
2. Keep your hands empty and visible at all times
3. Stay calm
4. Find the Director or Assistant Director so they know you evacuated safely

THREATENING PHONE CALL (bomb threat)

In the event a person calls in a threat, keep the caller on the phone as long as possible. Quietly notify other staff to call 911. Ask the caller to repeat their message. Write down any identifying information such as gender, accent, and background noise.

Other staff will begin to evacuate patrons from the building. After the caller hangs up, immediately evacuate.

POWER OUTAGE

The Library does not have a generator. In the event of a power outage, turn off all equipment with a power switch (copiers, printers, monitors, etc). Escort all patrons out of the building and lock doors. Flashlights are kept at the front desk and work room.

Call National Grid to find the anticipated restore time. Call the Director or Assistant Director if they are not present. If the anticipated restoration of power exceeds 2 hours: staff may secure the building and leave.

EARTHQUAKE/TORNADO

Immediately take protective measures. Drop to the floor and cover your head. Crawl under tables or desks. Face away from glass objects, including doors and windows. Move away from book shelves as they may topple.

After the quake ends or tornado passes, ask everyone to remain in place. Locate any immediate concerns such as fire, structural damage, gas leaks, water leaks, electrical lines, etc. Shut off all utilities as quickly as possible.

Make sure all staff and patrons are accounted for. If safe, begin to evacuate. Call 911 only for serious injury or damage.

BUILDING LOCKDOWN

When the police request a building lockdown, immediately close and lock all exterior doors. Turn off the handicap buttons. Calmly announce that the police have requested we lock the doors and remain inside. Follow any other instructions given by the police, such as dimming the lights, moving away from windows, etc. Notify the Director or Assistant Director as soon as possible.

ADVERSE WEATHER

In the event of adverse weather conditions such as severe thunderstorms or blizzards, closure of the library is at the discretion of the Director. This decision will be based on current forecasts, existing road conditions, travel warnings and bans, and other real-time, local information.

CODE ADAM

If a child is reported missing to staff, immediately lock all exterior doors and turn off the handicap buttons. Make an announcement, requesting all people in the building come to the desk. Obtain a description of the child and request other staff assist with search. Verify all children in the building are with a known individual; ask them their name and who they are with. Search all areas of the library, public and staff. If the child is not found, call 911.

BED BUG INFESTATION

If library material is returned with evidence of a bug infestation, immediately use the bed bug kit at the desk to secure the items. Double bag the items and place them outside in a plastic bin. Notify the Director or Assistant Director. If the person was using upholstered library furniture, immediately put on gloves and move the furniture outside or to the boiler room. If they used wooden library furniture, immediately disinfect the furniture.

ACCIDENTS

If a member of staff is injured while working, please use the first aid kit to clean and secure the wound. Fill out an Incident report and give to the Director.

If a car accident occurs in our parking lot, notify the Director or Assistant Director. Call 911. Fill out an Incident report and give to the Director.

PHYSICAL ALTERCATION

If a physical fight occurs on library property, immediately call 911. Do not interfere and put yourself in danger. Keep other patrons away to prevent injury to other parties. Fill out an incident report and give to the Director.

THEFT/VANDALISM

If vandalism or theft is discovered, notify the Director or Assistant Director. After investigating the incident, they will determine next steps.

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