



## 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. Staff assembly location is the end of the hedgerow next to the train on West Ave.

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

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 all staff 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.

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.

### 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.

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 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

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, 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.

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