

Hollwedel Memorial Library Emergency Preparedness Plan

The Emergency Plan should be kept in a readily available location. All staff should be aware of where the plan is kept. The plan should be reviewed regularly and updated when necessary. Maintain a Disaster Kit that is readily available containing:

- First Aid Kit
- Rubber/Latex gloves
- Flashlights
- Batteries
- Tape
- Scissors
- Plastic baggies
- Water and Power/snack bars
- Blankets

1. Building Evacuation

If the building should need to be evacuated for any reason, as determined by the Library Manager or presiding staff, it should be done quickly and in an orderly manner. Staff should offer assistance to any disabled person and check the building to make sure everyone has exited.

2. Fire Emergency.

At the first indication of smoke or flame, immediately investigate the situation to determine the location and extent of any fire. If the fire can be easily contained, use available fire extinguishers.

- Call 911
- Evacuate the building, checking to be sure everyone is out
- Wait outside away from the building for the Fire Department
- Call the Library Manager if not present
- Do not return to the building until the Fire Department says it is safe to do so

Health Emergency

Staff members should exercise caution when administering first aid, even of a minor nature. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what is prudent and reasonable. NO medication should ever be dispensed to the public.

- Call 911
- Call the Library Manager, if not present
- Call parent or guardian if patron is a minor
- Fill out an accident report when event has ended

Weather Emergencies

Emergency closings are at the discretion of the Library Manager or Board President. If they are unavailable, staff should use their best judgment.

Snow-Patrons should be asked to leave if closing occurs during regular hours. A sign should be posted on the door and on the library's Face Book page and website when a closing occurs during regular hours. If Pavilion Central School is closed due to weather, the library will also be closed.

Severe Storms-Shut all doors and windows. Shut down the computers and prepare for a power outage. In case of a tornado, move to an interior room (bathroom, storage.)

Bomb Threat

If threat is by phone, try to keep the caller on the line. Ask the caller to repeat the message and write down as closely as possible what was said. Pay attention to any background noises, music, etc.

Call 911

Evacuate the building

If threat is in person evacuate the building and call 911.

Biohazard

If a suspicious substance or object is found in the library, do not pick it up.

Leave the substance/object where it was found.

Evacuate the building

Call 911

Do not take any action that might spread a substance

Local/National Emergencies

If an emergency occurs outside the library that might affect the patrons the staff should keep informed.

Monitor news and follow instructions from authorities

Call the Library Manager, if not present

Evacuate the building or stay in a safe area of the building if necessary

Active Shooter/Violent Threat

If a threat is perceived outside of the building, the building may be put in lockdown. Doors and windows are locked. Patrons and staff move away from windows and doors, sheltering in secure areas. Safety of patrons and staff is paramount.

Call 911

Shelter in place until advised by authorities that it is safe

If the threat occurs in the library, staff should try to ensure the safety of patrons and themselves. Leave the building if possible and get away. If it is not possible, shelter in enclosed areas such as bathroom or storage room, trying not to let the violent person know where you are. Safety is the most important concern.

Call 911

Adopted November 1, 2017