

## **Safety/Disaster Plan**

**Created: 02-2024**

**Revised: 09-2024**

**Last Reviewed:**

The Powers Library is committed to providing a safe, functional, and supportive environment for patrons. In the event of an emergency, staff will respond to ensure the safety of everyone in the library.

Emergencies may include any sudden, severe, or catastrophic event that threatens the safety of individuals in the building including:

- Fire
- Medical event
- Explosion (natural gas risk, vandalism, bomb threat)
- Flooding
- Dangerous person (armed or threatening)

### **Prevention**

- The library prohibits smoking
- There is a fire response plan which describes the roles of staff during a fire
- There is free and unobstructed access to all library exits
- A fire drill is conducted annually, and the drill will be critiqued to evaluate fire safety equipment, building features, and staff response to fire situations
- Every 12 months, the library fire alarm system is tested.

### **Procedures**

#### **Fire**

- Staff will assist patrons in evacuating the building. Remember to check bathrooms and offices.
- Assure that no-one re-enters the building until it has been determined structurally safe.
- On the 2nd floor, patients with disabilities who are unable to exit using the stairways should shelter in place at the emergency fire refuge site (Location – south west corner of 2<sup>nd</sup> level)

## **Powers Library – Moravia, NY**

### **Medical Events**

#### Minor Incident

- Offer first aid kit (located on wall in file room)
- **No** medications should be dispensed to the public
- Exercise caution in treatment due to liability to self and library

#### Major Incident (Anything that requires more than a First Aid Kit)

##### Call 911

- Do not move the injured unless they are in danger where they are (fire, electric hazard)
- Keep the injured comfortable until the rescue team arrives
- Injured completes an Incident Report, with staff assistance as needed
- Staff signs report as witness and obtains public witness report if present

### **Winter Storm Closing**

- Consult the Library Director or, if unreachable, a Trustee
- Post a sign on the door saying Closed Due to Weather before leaving

### **Indoor threats** – Include: explosion, fire, dangerous patron, flooding

- Staff will assist patrons in evacuating the building.
- Call 911. (In case of imminent threat, call from outside the building).
- Notify the Library Director and the President of the Board of Trustees immediately.

### **Outdoor Threats** – Include any threat to the safety of patrons, staff, and the library.

- In the event of a tornado warning, evacuate all patrons and staff to the basement, away from windows.

### **Water**

- Until electricity has been disconnected, never enter an area that has been flooded.
- Move books to higher shelves and/or remove them to other dry locations.

## **Powers Library – Moravia, NY**

- Notify the Library Director and the President of the Board of Trustees immediately

### **Explosion**

- Staff will immediately assist patrons in evacuating the building.
- Do not operate any electrical equipment before leaving the building.
- Call the Fire Department (911) **after** leaving the building.
- Do not re-enter the building until it has been determined safe.

### **Bomb Threat**

Obtain the following information from the caller if possible:

- Time of threatening call
- Description of caller's voice and any background noise
- Location, type, description of bomb, and when it will explode

Staff will immediately assist patrons in evacuating the building.

Call (911)

**Problem Patrons** (A problem patron is a person who through actions or words disturbs other patrons or staff).

- If an employee or patron is verbally or physically threatened by an unruly individual and feels that assistance is needed to secure a safe environment, police (911) should be notified and asked to come to the facility immediately.
- If an unruly individual presents an imminent danger, the library should be evacuated.

### **Power Outage**

- Turn off all computers and lights except one (so you can see when power is restored).
- Determine if the power outage is just the library or the surrounding area.
- If the problem is just with the library, notify the Library Director and contact an electrician as directed.