

## **Stillwater Public Library, Emergency and Disaster Response Policy**

### **Evacuation plan**

During any emergency, the library staff will cautiously direct all patrons to Cannon Park located immediately across Hudson Avenue (NYS Route 4), which is a safe distance from the building. All library staff will make reasonable efforts to assist any person with a disability or otherwise in need of assistance. From this safety area, the appropriate emergency personnel will be contacted, followed by the Director. The Library Director will notify the Board President of any situations that arise.

### **Fire**

1. Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so.
2. If there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.
3. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Fire Extinguishers will be located on each floor, all staff must be aware of locations at all times.

### **Health emergencies**

1. The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.
2. Staff members will provide the adult patron present the first aid kit for self-medication to protect the safety of the injured individual and the potential liability of the staff member. No medication, including aspirin, should ever be dispensed to the public.
3. Staff will do no more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained.
4. The staff member should fill out an incident report anytime a patron is hurt on library property.

### **Bomb threats**

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

3. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds that may indicate where the location from which the call is originating.
4. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police.
5. Clear the building.
6. The police will handle the actual bomb search.

### **Inclement weather**

Closures due to inclement weather will be decided by the Library Director in consultation with the Board President or other designated Trustee.

### **Security situations**

1. Theft
  - a. If theft involves Library property, notify police and Director.
  - b. If theft involves patron's property, notify police if patron desires.
  - c. Try to detain any witnesses until police arrive.
2. Violations of Patron Code of Conduct
  - a. Ask patron to stop inappropriate behavior.
  - b. If patron does not comply, ask user to leave.
  - c. If patron refuses, call the police.

**Approved: September 12, 2017**

**Review Date: 3/13/2018, 5/14/2019, 9/13/2022**