

## **Disaster Policy**

During any disaster it is important to remain calm and act quickly to ensure the safety of employees and patrons.

### **Bad Weather**

In the event that weather deteriorates, get weather reports and travel advisories/closures from online and /or government agencies to assess if the library needs to close. If the local school district is closed due to weather, the Eagle Free Library will be closed. Otherwise, closing will be at the discretion of the Library Director. \* If the director feels the library needs to close without advance warning, she/he will notify the board president, the individual in charge of social media. Closing information will be placed on the front door of the library, social media sites, and the library's web page and PLS will be notified of the situation. This will be done at the time of any emergency closing.

### **Bomb Threat**

If a phone call, get as much information as possible, such as location of device, when it will go off, what it looks like, why it was placed, etc. Listen for any environmental clues as to location of caller. Call 911 and follow instructions. Clear the building. Do not re-enter building until you receive and all clear from police/fire department.

### **Earthquake**

Tell patrons: Drop and cover. Stand against a wall near center of building, stand in a doorway, or crawl under a desk or table. Stay away from windows and outside doors. Be aware of falling books and shelving. After earthquake is over and before letting anyone outside, make sure it is safe from falling debris or down power lines.

### **Fire**

Do not panic, but do not underestimate the potential danger to patrons or staff. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are located by both doors facing the street. If not, call 911 immediately. Clear the building using safest exit. Gather patrons at the hotel parking lot, away from responding fire trucks.

### **Flood**

If water is leaking from pipes the Director will assess the situation and call the Bliss Water District or a plumber. If water is coming into the building, the Director will assess the situation and may call the fire department or the Bliss Water District. The Director will determine if the

building needs to be evacuated and closed. If closed, follow procedures as above for notifications under Bad Weather\*.

### **No Heat**

If there is no heat in the winter, check thermostats, reset and wait for furnace to start. If it does not, call Harding Plumbing and Heating immediately. 585 237-5561 Close library using procedure above. \*

### **No Water**

If there is no water, close the bathroom to use. Call the Bliss Water District for them to assess the situation.

### **Medical Emergency**

Staff should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable until medical help can be obtained. Use your own judgment to do what is prudent and reasonable. Call 911 immediately in the event of any serious problem.

### **Power Outage**

If it is dark outside when the power goes off and stays off more than 15 minutes, initiate closing procedure above.\*

### **Shooter**

Take cover or get out of the building if possible. Call 911.

### **Theft or Vandalism**

If theft or vandalism is suspected, call 911.

### **Tornado**

Tornado watch: monitor weather reporting stations online.

Tornado warning: Gather the patrons and instruct them to move to the safest area away from windows and doors. Get under desks or tables.

Board of Trustees

Eagle Free Library

Adopted: November 2, 2020