

Southworth Library-Disaster Policy

Emergency Response:

Building evacuation may be necessary during epidemics, high winds, chemical spills, terrorism, snowstorms, fires, earthquakes, bomb threats, gas leaks, and so forth.

- Contact emergency personnel (911)
- Staff will calmly evacuate patrons from building using nearest exit (front door, side door, mechanical room exit or basement bulkhead)
- Assist handicapped patrons in evacuation
- Check rest rooms and stacks
- Carry a first-aid kit to evacuation area and account for all personnel

Bomb Threat Response:

- During phoned-in bomb threat, remain calm. Listen and do not interrupt
- Try to ask:
 - When will the bomb go off?
 - Where, why, and what kind of bomb?
- Be aware of suspicious objects or packages. Do not touch or move strange or unfamiliar objects
- Open doors and windows before evacuating premises
- Follow evacuation procedures above
- If there is a written bomb threat, photocopy it and place it in a plastic bag as evidence. Handle it as little as possible
- Do not re-enter building until authorities say it is safe.

Fire Response:

- Any person discovering fire or smoke shall immediately transmit alarm by using pull-box in entryway.
- The alarm will automatically go to the call center and the Fire dept..
- Evacuate all occupants (see above). Close but do not lock doors.
- No rescue attempts are to be made by employees. Fire Department will perform necessary rescue operations.

After Disaster Response:

- After building is declared safe to enter, the disaster response team (Director and selected Trustees) will assess the damage.
- List areas that require:
 - Cleanup
 - Removal to storage
 - Other transport of materials
- Decide if the building needs to remain closed and if so, for how long.
- Contact appropriate outside assistance: consultants, drying company.
- Call in additional staff to assist with recovery operation.
- Assemble supplies to begin cleanup.

Weather and Natural Disaster Related Response:

- When a tornado warning or other weather event or emergency occurs during Library hours, the Library may remain open past the normal closing time if necessary to shelter patrons until Town authorities verify that it is safe for everyone to leave.

- Other temporary changes in Library hours, staffing levels and assignments, services and programs may be made by the Library Director as he/she deems appropriate for the circumstances APPROVED 1/18/2021 8/5/2024