**Objective:**

To provide for the safety of Library users and personnel, as well as to provide a means for safe and orderly evacuation and emergency medical care. In all cases, considerations of human safety are more important than those of objects or property.

Prevention is the responsibility of all staff and Library patrons. Should anyone discover a hazard, or conditions leading to a hazard, it should be reported immediately. The Library Director, or the Staff Person In Charge, shall be responsible for making emergency decisions and for communicating to appropriate authorities.

Library staff will comply immediately with a request from emergency personnel to lock down or evacuate the building.

The Person In Charge at the time an emergency situation occurs will remain in charge until someone higher up in the chain of command arrives and relieves him/her or until local authorities arrive and take command of the situation. The library personnel chain of command is as follows: director, director's designate, staff on duty.

Telephone numbers to be used in case of emergencies are posted on the staff bulletin board near the book drop at the Circulation Desk. The Director will keep this information up to date.

In the event of an emergency, any vehicle blocking access to the building shall be removed prior to the arrival of emergency vehicles. Every effort will be made to locate the owner(s) of the vehicle(s) so that they can be removed without damage. Should the owner not be located in time, emergency personnel have the authority to remove such vehicles as they see fit.

To ensure patron safety, all aisles, doorways and exits will be kept clear and unobstructed at all times. All storage areas will be kept free from accumulated trash, rags, paper, etc. at all times. All cleaning supplies and other toxic materials shall be correctly labeled and stored away from the reach of children. A basic first aid kit is located in the kitchen.

The Library shall have procedures for the following potential hazards:

- Emergency evacuation procedure
- Tornado/severe weather procedure
- Medical emergency procedure
- Lockdown procedures

After all staff, volunteers and patrons are safe, the Library Director shall make appropriate notices regarding emergency closing.

During and after an emergency, staff may be given special job assignments. These responsibilities will be carried out to the best of the individual's ability.

All library staff should be trained annually on emergency procedures, including evacuation routes and the roles of designated personnel. Ideally, staff should also receive regular training in first aid and CPR. Drills of emergency procedures shall be conducted annually. A copy of all emergency procedures will be included in the staff manual.

In addition, an emergency evacuation diagram shall be posted by all exit doors.

The Library Director shall perform regular safety checks of the premises. This check would look for fire hazards and other issues such as the following:

- The use of portable heaters at desks.
- Flammable debris in the utility room.
- Overloaded circuits.
- Daisy-chaining of extension cords or power cords.
- Trip hazards such as extension cords.
- Fire extinguishers are in the proper location and accessible.
- The first aid kit is accessible and well-stocked.
- All aisleways and doorways are clear of obstacles.

**Debriefing:**

After an emergency, staff should debrief to evaluate the effectiveness of the procedures and identify areas for improvement.

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