

## Policy 3-4-8. Disasters and Emergency Preparedness

*Adopted 1/25/2018*

*Revised 10/18/2018*

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JCLD maintains basic procedures to provide for the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations. While not every possible emergency or disaster can be anticipated, in the event of unforeseen circumstances, the library director has full authority to take immediate action as necessary and then will work with relevant staff to quickly develop appropriate procedures, outlining a course of action that prioritizes staff, volunteer, and patron safety. Once human safety has been established, preservation of the library collection will be prioritized as outlined in the Collection Development Plan.

Based on facility size, each library location will have the appropriate number of:

- Adequately stocked first aid kits
- Fire extinguishers that have been inspected and certified annually
- Battery-operated flashlights

Each library location will maintain a floor plan of building with locations marked for:

- Exits
- Fire extinguishers
- First aid kits
- Utility shutoffs

Each library location will establish a site for regrouping in case the building is evacuated.

### **A. Fire**

Do not panic, but do not underestimate the potential danger to patrons, volunteers, or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 and then clear the building.

Fire extinguishers are placed strategically throughout each library branch. Locations are indicated on all Disaster Policy Maps. Supervisors are responsible for ensuring that their employees know the location and operating procedures for all fire extinguishers. The

Volunteer Manager is responsible for ensuring that all volunteers know the location and operating procedures for all fire extinguishers.

**B. Health Emergencies**

911 should be called immediately in the event of any serious problem. Staff members 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 member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. No medication, including aspirin, should ever be dispensed to the public without proper training.

**C. Emergency Closure**

During inclement weather sufficient to make travel hazardous or during emergencies, the library director or public services director may decide to close, delay opening, or close early one or more library facilities. Library patrons already in the facility will be notified immediately when schedule changes are decided. Library staff will make every reasonable effort to notify the general public when the library schedule is changed due to inclement weather conditions or emergencies.

**D. Unruly Patrons**

Unruly patrons may pose a danger to staff, volunteers, and other patrons. Library staff should walk away from a potentially violent situation and call 911 immediately. Rural branches with minimal public safety presence should also call the contracted private security company for assistance. The branch manager is responsible for assessing the situation and the patron's degree of volatility. Follow the procedure for dealing with unruly patrons as established by the public services director under the direction of the library director.

**E. Active Shooter**

An active shooter is an individual currently engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. If you hear gunshots, act immediately and alert others. Follow the Run-Hide-Fight protocol outlined in emergency procedures established by the public services director under the direction of the library director.

**F. Evacuation**

If a staff member determines that the library must be evacuated, it's important that patrons, volunteers, and staff exit the building in a calm, safe manner. Gather at the designated safe location to ensure all building occupants are accounted for. Follow the

evacuation procedures established for the library branch by the public services director under the direction of the library director.

**G. Pandemic**

Pandemic is the worldwide spread of a new disease. If you experience symptoms of a disease, do not come to the library. If you have been exposed to the disease, contact your health care provider to determine if you should be quarantined and notify the director.

The library will continue to operate until the director, in consultation with the public services director and business manager, determines, per the Pandemic Response Plan, if hours should be limited or the library closed.

The director will defer to resources such as, The Center for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the Oregon Health Authority (OHA) for guidance in such a circumstance.