Massena Public Library

Emergency Procedures Policy

Authority

If the Director is not in the building when an emergency or disaster occurs, the staff should contact the Director or the Board President immediately. The Director is empowered by the Board of Trustees to address imminent dangers or threats to the library's facility, materials, staff, or community. The assumption should never be made that a situation is a drill or a false alarm.

Guidelines for Building Evacuation

- Call 911
- Communicate to all staff and patrons in a calm, clear manner
- Staff should escort patrons out of the building
- Staff should do a final check of the building to ensure all patrons have been evacuated

Non-Emergency Situations
Weather Events, Loss of Utilities (power, heat, water, air conditioning, insect infestation)

- Inform Town Supervisors Office of non-emergency situation
- The library will close due to inclement weather only when the Town Hall closes
- If closing staff should escort patrons out of the building
- Contact the utility company/exterminator/contractor
- Post information about the temporary closure at both entrances, on social media, the library's website, radio station and print publications

Emergency Situations
Gas Leak, Fire, Water Damage/Flood, Hazardous Spill

- Call 911
- Inform Town Supervisor's Office of emergency situation
- Close the library
- Evacuate the building
- Post information about the temporary closure at both entrances, on social media, the library's website, radio station and print publications

Health Emergencies

- Call 911
- Clear the immediate area
- Do not move the ill or injured person
- Staff members who have been certified in First Aid, CPR, or similar emergency measures should administer direct aid
- Stay with the person until medical help arrives
- Director will complete an accident report

Bomb Threat

- Call 911
- Evacuate patrons from the building
- Keep the caller on the line as long as possible and try to write down every word spoken, as long as it's safe to do so.
- Staff should evacuate the building
- The building will reopen for staff and patrons when instructed to do so by emergency official and Library representative.

Active Shooter

- Call 911
- Barricade the doors
- Follow predetermined escape/evacuation route(s) or take cover behind protective structures
- Silence cell phones
- The building will reopen for staff and patrons when instructed by official emergency personnel and library representative.

Lockdown

- When notified by Town Supervisor's Office officials, or emergency personnel, that there is an imminent external threat in the vicinity of the library, lockdown procedures will be initiated
- All windows and doors will be locked from the inside
- Communicate the situation to any patrons inside the building in a calm and clear manner
- Turn off all lights and close the blinds or curtains
- Instruct staff and patrons to stay low and away from the windows and doors
- The Director will monitor the situation and stay in contact with Town of Massena officials or emergency personnel
- No one may enter or exit the building until the lockdown is cancelled by Town of Massena officials or emergency personnel

This amended Policy was adopted by the Board of Trustees on September 8, 2021
This amended Policy was updated by the Board of Trustees on November 8, 2022