

Presque Isle Community Library	
Title:	Disaster and Emergency Policy
Original Adoption Date:	October 01, 2014
Suggested Review Cycle:	Every 5 years
Revision Date(s):	May 10, 2016

PURPOSE: To outline procedures taken by staff and volunteers should an emergency or disaster occur at the Presque Isle Community Library.

POLICY: The Presque Isle Community Library strives to ensure the protection of all patrons, staff, and volunteers in case of emergency situations. For the safety and well being of library patrons and staff, Library staff and volunteers are instructed to pull one of the the emergency alarms in the Library building whenever, in their judgment, evacuation from the building is warranted.

GUIDELINES:

1. Fire

- a. Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, pull the alarm to evacuate the building, and investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.
 - i. Fire alarms are located by all exterior doors on the upper level; in the meeting room and above a fire extinguisher on the lower level.
 - ii. There are two fire extinguishers on the upper level and two on the lower level.
- b. The fire alarm is local and not connected to the fire department. If there is a real emergency, dial 911.

2. Health emergencies

- a. Call 911 first, then seek any medical responders within library.
 - i. 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. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable. An AED is located right outside the town office doors if needed.

3. Other Threats or Emergencies
 - a. Call 911.
4. Carbon Monoxide Emergency
 - a. A carbon monoxide detector is located above the doorway to the back storeroom. If it goes off, follow same protocol as fire emergency and evacuate the building and notify authorities if necessary. Intermittent detector operation generally indicates a weak battery.
5. Snow Storms
 - a. In the event of potential snow emergencies, call the library to see if it is open.
6. Tornados
 - a. Staff members should guide all patrons and visitors to the lower level.
7. False emergency
 - a. If a child or someone else pulls the alarm, to reset the system:
 - i. Get "fire alarm screwdriver" from supply drawer to the right of the circulation desk.
 - ii. Turn screw on top of red alarm located to the left of the front door (screw will not come out).
 - iii. Lower red cover and flip switch down.
 - iv. Be sure to pull lever up before closing
 - v. Return screwdriver to proper drawer.
8. Upon the occasion of a real disaster, the town fire barn is the official emergency shelter for Presque Isle.