

Highland City Library
Disaster and Emergency Plan
2012

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Quick Planner

INSTITUTIONAL CONTACTS

Director:

Cell:

Email:

Texting:

Assistant Librarian:

Home:

Email:

Cell:

Texting:

EMERGENCY RESPONDERS

Emergency Medical / Ambulance

9-911

Non-emergency number

Police Department / Law Enforcement

9-911

Non-emergency number

BUILDING UTILITIES

Water – Fire Sprinklers

9-911

Water (Potable) – Drinking/Bathrooms

Phone

Plumber

Company Name

Phone

Company Name

Phone

BUILDING UTILITIES

Electricity / Power Company

Company Name

Phone

Gas

Company Name

Phone

Telephone

Company Name

Phone

Facilities / Building Manager

Contact (Structural)

Office:

Cell:

After Hours Public Works

Phone

Contact (Exterior Doors)

Office:

Cell:

Information Technology Officer / IT

Contact Name

Cell:

Highland City and Library Building

Please be aware of the building layout and where all the exits are located. Near each exit will be a fire extinguisher. (Building layout omitted for security reasons.)

Evacuation Procedures

- Leave the building without delay in by the nearest safe exit. Ignore any door alarm.
- If you hear a fire alarm, close any open doors and immediately evacuate the building.
- Meet at the following designated area outside the building: **Dirt Lot Southeast of Building.**
- If the alarm stops sounding continue evacuation and warn others who may attempt to enter the building. **COMPLETE EVACUATION IS REQUIRED.**
- Leave walks and driveways open for arriving fire fighters.
- In the case of a bomb threat, stand at least 300 feet away from the building.
- Take personal items with you only if that can be done quickly.
- Secure your area as time permits.
- As staff leaves the building, they should instruct all patrons, visitors, and other members of staff to leave as well.
- Once patrons are informed of an evacuation, staff should leave without regard for persons who refuse to leave.
- Notify police or fire personnel of the location of persons remaining in the building, such as disabled persons.
- Administration may post staff at entrances, voluntarily and only if it appears safe to do so, to keep people from entering or re-entering the building.

Help the disabled

Help disabled people move to safe areas.

- Observe where people are waiting for rescue and notify the library Administration, firefighters or police after leaving the building.
- Visual Impairment:
 - Give verbal instructions to advise about the safest exit route using directional terms and estimated distances.
 - Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or crowding.
- Mobility Impairment:
 - It may be necessary to clear the exit route of debris (if possible) so that a mobility impaired person can evacuate or move to a safe area.
 - If a mobility impaired person cannot exit, he or she should move to a safer area, such as an office with a door that shuts and which is a good distance from the hazard and away from falling debris and glass.

Fire Extinguisher Use

Be Prepared:

- Know the location of the nearest extinguisher (one is located near every building exit).
- Follow Evacuation procedures.

Using the Extinguisher:

- Pull the pin.
- Aim the extinguisher.
- Spray at the base of the fire.
- Use a sweeping motion.
- Extinguish the fire completely.

Fight the fire ONLY IF:

- You know how.
- The fire is small—no larger than a fire in a waste basket.
- Confined to the area where it started.
- You have a way out.
- You can work with your back to the exit.
- You have the right type of extinguisher.
- You feel confident that you can operate it effectively.

DO NOT fight the fire if:

- The fire is large—bigger than a fire in a waste basket.

Panic Button

Be Prepared:

- Know where the Panic Button is located.
- (Information on Panic Button has been omitted for security reasons.)

Using the Panic Button:

- Use the Panic Button only when it is safe to do so (See Bomb Threats/Criminal Acts).
- (Information on Panic Button has been omitted for security reasons.)

Bomb Threats

All bomb threats are to be taken seriously.

While Receiving a Bomb Threat by Phone:

- Stay Calm
- Keep the caller on the phone as long as possible.
- Do not hang up the receiving phone. With a silent signal or message, try to have someone call 911 on another phone to report the phone number on which the call is received. Follow the instructions of the 911 dispatcher.
- Get as much information from the caller as possible and write it down:
 - Exact location threatened: building and room;
 - Time bomb is supposed to explode;
 - Kind of bomb;
 - Listen for clues about the caller, such as accent or background noise.

After Receiving a Threat:

- Follow Evacuation procedures if the threat is to the library/city building.
- Instruct people to move away from the building (at least 300 feet). Go to evacuation point which is the **Dirt Lot Southeast of Building**.
- DO NOT use the Panic Button, cell phones or walkie-talkies as they may detonate a bomb.
- Call 911 via a landline phone and report the threat if you have not already done so.
- Do not search for the bomb; don't risk your life or that of others.

Criminal Acts

- Do not attempt to apprehend or interfere with the suspect.
- If safe, get a good description of the suspect. Note height, weight, sex, color, age, clothing, method and direction of travel, and name, if known.
- If safe note the license plate number, type, make, model, color and outstanding characteristics of suspect's vehicle.
- If safe, press the **Panic Button**.
- (Information on Panic Button has been omitted for security reasons.)
- If safe call 9-911.
- Advise 911 of the situation and, if safe to do so, remain where you are until contacted by an officer.

Earthquakes

During the Earthquake:

- Take immediate cover under a sturdy table or desk, in a doorway, or by a wall.
- Move away from windows and falling objects.
- Be aware of collapsing book shelves and falling objects.
- If you are outdoors, move away from power poles or lines, lamp posts, and the building.

After the Tremors End:

- Follow Evacuation procedures. Meet at **Dirt Lot Southeast of Building**.
- Do not light matches or lighters in case explosive materials are present.
- Avoid touching fallen electrical lines
- When outside, move at least 300 feet away from the hazard site.
- Render first aid as needed.
- If fire occurs contact 911. Be aware that everyone else will also be dialing 911 during this time.
- Contact Library Director via text messaging which is the suggested method of communication.

Fire

Remember the following fire rules:

- Move away from fire and smoke. Touch closed doors. Do not open them if they feel hot.
- If your clothing catches on fire, stop, drop, and roll over and over again to put out the flames.
- Take personal belongings only if that can be done quickly.
- If caught in smoke:
 - Drop to the floor and crawl toward an exit.
 - Stay as low as possible to the floor.
 - Take shallow breaths through your nose and use a shirt or towel as a filter.
- If you are trapped during a fire (blocked by heat or heavy smoke):
 - Wet and place cloth material around and under the door to prevent smoke from entering.
 - Close as many doors as possible between you and the fire.
 - Be prepared to signal someone outside, but do not break glass until absolutely necessary as smoke may be drawn into the room.
- Staff and patrons may re-enter the building only when authorized to do so by Administration. The silencing of alarms does not mean it is safe to re-enter the building.

If you discover a fire, explosion, or smell smoke in the building:

- **YELL FIRE.** You may attempt to put out a fire with a fire extinguisher or by smothering it.
- **Fight the fire ONLY IF:**
 - You know how.
 - The fire is small—no larger than a fire in a waste basket.
 - Confined to the area where it started.
 - You have a way out.
 - You can work with your back to the exit.
 - You have the right type of extinguisher.
 - You feel confident that you can operate it effectively.
- **DO NOT fight the fire if:**
 - The fire is large—bigger than a fire in a waste basket.
 - You have any doubts about fighting it.
 - It is spreading beyond the area where it started.
 - It could block your escape route.

- **Panic Button / Call 9-911:**
 - Press the Panic Button if it is safe to do so then follow evacuation procedures.
 - If you are in immediate danger, evacuate the building and call 911 from a cell phone or from a neighboring building.

- **Notify Library Administration:**
 - Notify Library Director, but, if in immediate danger, evacuate the building and then call Director from outside the building from a cell phone or phone at a neighboring building.

Fire Alarm:

- When you hear the building fire alarm, follow the evacuation procedure.
- Close all doors.
- Touch closed doors. Do not open them if they feel hot.
- Evacuate the entire building.
- If the alarm stops sounding continue evacuation and warn others who may attempt to enter the building.
- Meet at the **Dirt Lot Southeast of Building**. Leave walks and driveways open for arriving fire fighters.

Hazardous Materials Release

- Comply with all instructions given by authorities.
- Evacuate the building ONLY if and when you receive notification from authorities. If you are told to evacuate, drive perpendicular to the wind direction and away from the release area. Keep your car windows and vents closed and keep your car air conditioning turned off.
- If the cloud is very close, you will not evacuate. You will receive instructions from authorities: (1) to turn off heating, ventilation, and air conditioning and (2) to close and seal with tape all doors and windows.
- Watch for strange, abnormal odors (almond, ammonia, garlic, mustard, rotten eggs, vinegar). Many hazardous materials, however, have no distinguishing odors. Notify authorities to report odor.
- Remove and discard any clothing exposed to the hazard.
- In most cases, skin exposed to the product can be decontaminated with soap and extensive irrigation with water.
- After an “all clear” announcement has been made by authorities, return to normal operations. HOWEVER, after the “all clear” use your senses to detect the continued presence of odors (films, powders, etc.). Do not touch any residue and notify authorities.

Medical Emergencies

The library maintains in an accessible location a basic first aid kit to handle minor emergencies.

LOCATION OF FIRST AID KIT:

Small kit located in last drawer on left of front counter marked First Aid. Larger kit located in bottom cupboard on far right of front counter.

- Stay calm. Patron is dependent on you for help.
- Do not put yourself at risk. Use latex gloves and face mask when blood or bodily fluids are present.
- Help with minor emergencies only with the consent of the victim. Identify yourself by name and offer assistance. Instruct victim to visit a personal physician.
- When a child is injured, offer first aid supplies to the parent for their use. Call the parent if not present.

For major medical emergencies call 9-911

Information to give to a 911 dispatcher:

- Your name and location
- Brief description of problem (breathing, conscious, bleeding, etc.)
- Victim's sex
- Victim's age group.
- ASK 911 DISPATCHER FOR INSTRUCTIONS.

To avoid harming the victim:

- Do not move or lift unless directed by 911.
- Do not offer food or drink unless directed by 911.
- Offer to notify family or friends of victim if he/she is taken to a hospital.
- An accident report is to be filled out for every patron injury. Complete as fully as possible (at least get name and address of the individual plus name and addresses of witnesses if appropriate). Never admit liability for the incident.

Staff Injuries

It is the responsibility of staff injured on the job to complete an accident report. This is the staff member's statement of how the injury occurred.

Suspicious Mail

If You Receive or Discover a Suspicious Package or Letter:

- Put the package down and do not handle it further.
- Do not touch or try to clean up the substance.
- Alert others nearby.
- Do not remove ANY items from area.
- Leave the area and gently close the door.

After leaving the area:

- Wash hands well with soap and water.
- Call 9-911.
- Limit movements within the building to prevent spread of substance.

Water Leaks & Flooding

Water Leak:

- If the ceiling is leaking due to weather:
 - Remove items from the area that may be damaged.
 - Place a trash can below any dripping leaks.
 - Contact (City Contact) during city office hours (Phone)
 - After hours contact Public Works (Phone)
- If after hours or weekend also call the Director or Assistant Librarian. Report details, including:
 - Where the leak has occurred.
 - How bad the leak is and if floors are wet.
 - Whether library materials are in danger.
- If floor is wet and there is a danger of electrical shock, block access to the area. Contact the power company listed under Building Utilities in the Quick Planner section of this handbook to take care of electrical issues.

Flooding

- If flooding is due to plumbing issues:
 - Block access to the flooded area.
 - If the flooding has reached electrical outlets or there is an apparent danger of electrical shock call the power company listed under Building Utilities in the Quick Planner section of this handbook.
 - Call an industrial plumber listed under Building Utilities in the Quick Planner section of this handbook.
- Also call the Director or Assistant Librarian. Report details, including:
 - Where the flooding has occurred.
 - How bad the flooding is and if floors are wet.
 - Whether library materials are in danger.