

# Disaster Policy

of the Scio Memorial Library

## **Fire**

Do not panic. Clear the building of patrons and attempt to find out what has happened. Notify the fire department that there is a fire incident. If it appears you can, put the fire out. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. All fire extinguishers are to be checked annually for safety.

## **Health emergencies**

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 judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

## **Bomb threats**

Keep the caller on the line as long as possible and notify another employee. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

## **Snowstorms, Flooding or other Weather Concerns**

The Library will follow the recommendations and actions of the Town of Scio and County of Allegany and any official emergency personnel as to road closure, evacuation or other alerts. Closing of the library will be at the discretion of the Library Director in consultation with the president of the library board of trustees if he or she is available and if the severity of the emergency permits.

This policy was presented to the  
Board of Trustees on  
and approved