

## **Gilford Public Library**

### **Emergencies**

In the event of an emergency, it is the primary responsibility of the library staff present to do whatever is necessary to ensure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effects of the emergency to library property only if it poses no threat to anyone's personal safety.

#### **General Guidelines:**

1. Gather as much information as possible in a reasonably short period of time with regards to the nature and location of the emergency.
2. Evacuate and secure the area where emergency was reported.
3. Summon the appropriate emergency agency by calling police dispatch (603) 527-4737 and stand available to direct them to source of problem.
4. Contact Director.
5. Interview any patron involved or witness to the incident and report to emergency personnel and Library Director.
6. Report all accidents or unusual incidents by completing an Accident/Incident Report.
7. Library Board Members will be notified of incidents at the discretion of the Library Director.

#### **PROCEDURES FOR STAFF IN SPECIFIC SITUATIONS**

##### **ACCIDENT OR HEALTH EMERGENCY**

In the event of an accident involving a staff member or patron, determine if you can handle the problem with reasonable care or if it is serious and requires the summoning of an ambulance. Provide whatever assistance you can until help arrives. If blood or other bodily fluids are present, use gloves and take universal precautions. Call for assistance if necessary and notify the Library Director. A first aid kit is kept on both floors of the library. AED is located in the Meeting Room and in the Main Entrance vestibule.

- Do not attempt to move the person. Make the person as comfortable as possible.
- Ask them to sit or lie down.
- Let them call family or call for them.
- Ask for the name, address and telephone number of injured or ill person and gather information about what happened.

- Get the names of any witnesses.
- An accident report shall be completed after each incident.

## FIRE

If you detect a fire before the alarm is activated automatically, activate the alarm and evacuate the building. When possible, a staff member should be at each exit to guide patrons. If the fire can obviously be contained and extinguished quickly and safely, you may use extinguishers located in the main entrance vestibule, kitchen, and electrical room. Escape routes are posted.

## DRUG AND PSYCHIATRIC EMERGENCIES

Don't argue with anyone who appears to be experiencing a drug or psychiatric crisis. Be alert to the possibility of violence. One staff member should engage the person in conversation and patiently listen while another calls the police and emergency personnel for assistance. Attempt to continue talking with the person until help arrives.

## IMMEDIATE THREATS TO PERSONAL SAFETY

Call police and immediately evacuate the building. Announce the evacuation verbally and ask everyone in the building to remain calm and walk to the nearest exit. If a bomb threat is made, gather as much information from the reporting caller as possible such as the planned time of explosion, the type of bomb, and its location. Do not hang up.

## MECHANICAL FAILURE OR DIFFICULTY

Notify the Director and Buildings and Grounds Department. In the event of a full power outage, the library will close. Half- power outage will be at the discretion of the Director whether to keep the building open. In the event of loss of water, post signs to close all restrooms. In the event of an alarm emergency, take down the type of alarm on the panel and notify the Library Director or Buildings and Grounds Supervisor.

## TOXIC FUMES

Evacuate area and summon the Fire Department. Remove any affected person to a ventilated area.

## CLOSINGS

The Director is responsible for closing the library due to unhealthy and/or unsafe conditions other emergencies. If the Director is unavailable, the Assistant Director will make the decision to close. When the decision to close is made, the Director will contact a

Library Board Trustee, notify WMUR and post the closing on the website and other social media.