

## **Emergency / Disaster Relief**

In the event of emergency, it is the primary responsibility of the library employees 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 effect of the emergency to property only if it poses no threat to anyone's personal safety.

General guidelines:

1. KEEP CALM.
2. Quickly gather as much information as possible in a reasonably short period of time, such as the nature and location of the emergency.
3. Evacuate the area if the threat of danger is imminent.
4. Summon the appropriate emergency agency (police, fire or ambulance) by calling 911 and stand available to direct them to the source of the problem.
5. Contact the Director.
6. Senior supervisory personnel should interview all staff and patrons involved or witness to the incident. Employees should fill out Incident Reports to be given to the Director.