

# Emergency Procedures and Evacuation Manual



## Harborfields Public Library

Adopted 2006  
Revised 2011, 2017

# Greenlawn Fire Department: (631) 261-1616

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**Items and Information included on clipboards:** at Circulation Desk, Children's Reference Desk, Children's Program Room, Adult Reference Desk, Staff Office, Personnel Office and Custodial Office:

- Orange Vest
- Staff List
- Flashlight
- Location of Fire Extinguishers
- Location of Fire Alarm Pull Stations
- Location of First Aid Kits
- Location of AED Machines
- Emergency Phone Numbers
- Location of Walkie -Talkies
- Floor Plan of building showing all exits
- Location of Circuit Breakers and Electrical Room

## **FIRE**

Do not use the elevator if the fire alarm sounds. If you are in the elevator it will bring you to the nearest safe floor.

### **Small Contained Fires:**

1. **If the fire alarm does not sound go to the nearest fire alarm pull station and pull the alarm.** This alarm goes directly to the central station; they will notify the fire department. **You do not need to call the fire department.**
2. Grab fire extinguisher.
3. The Director or the senior librarian will make the announcement below.
4. Begin evacuation plan.

### **Fire Alarm Sounds:**

1. The Director or the senior librarian will make the announcement below.
2. **Begin evacuation plan.**
3. The fire alarm goes directly to the central station. They notify the fire department. **You do not need to call the fire department.**

### **Announcement:**

**Attention please, attention please. Please exit the building, immediately, using the nearest emergency exit. Take your belongings with you.**

### **REPEAT ANNOUNCEMENT**

## **POWER LOSS**

When the power goes out, the building has an immediate battery back up system for emergency lights, telephone and fire alarms. The building has adequate emergency lighting and no area is totally dark. **Do not use the elevator.** If you are in the elevator it will bring you to the lower level and the doors will open.

### **Announcement:**

**Attention please, attention please. We have a loss of power. We will wait 5 minutes to see if the power returns, if the power does not return we will make another announcement at that time. Thank you for your cooperation.**

### **Repeat Announcement**

1. Wait 5 minutes to see if the power comes back on,
2. After 5 minutes, the Director or senior librarian will make the announcement below.
3. After all patrons have left the building the custodial staff will immediately lock all library doors to stop new patrons from entering the building,
4. Staff will remain in the building up to 1 hour, or until the Director or senior librarian makes the decision to close the building.

### **Announcement:**

**Attention please, attention please. Due to the loss of power please leave the library through the nearest exit. Please take your belongings with you. The Library will reopen, if possible, when the power is restored.**

### **Repeat Announcement**

## **ELEVATOR**

If you are in the elevator and it stops, or if the doors will not open (not due to power failure or the fire alarm sounding) please follow the following procedure.

1. Press the call button, central station will respond immediately. They will notify the library and call the fire department if necessary.
2. Do not panic, remain calm, you will be rescued.

## **WATER EMERGENCY**

1. Notify a custodian immediately, using the walkie-talkie of any water leaks or loss of water.
2. Custodian will assess the leak or flood and turn off main water valve if necessary.
3. Keep public away from the area.
4. Evacuate building if needed. The Director or the senior librarian will make the following announcement.

### **Announcement:**

**Attention please, attention please. Due to a loss of our water supply, please leave the building immediately through the nearest exit. Please take your belongings with you. The library will reopen, if possible, when the water supply is restored.**

### **Repeat Announcement**

## **ACCIDENTS**

An accident involves personal injury.

Always put on gloves before touching anyone who is bleeding. Gloves are located in the first aid kits, at the Children's Desk, Circulation Desk, and Reference Desk and in a marked cabinet in Staff Room. Only administer ice and band aids. Any other first aid must be administered by EMT.

1. **Call (631) 261-1616 for an ambulance.**
2. Tell the ambulance to come to the main doors on Wyckoff St. Have someone meet the ambulance and direct them to the injured person.
3. A staff member should stay with the injured person at all times. Do not move the person. If the person is taken to the hospital by the ambulance and has no one to accompany them the Director or another staff member may go with them, if requested. If possible try to get the name and phone number of a family member and notify them that this person is being transported to a hospital. Ask the ambulance crew which hospital they are taking the person to.
4. Fill out an Accident Report immediately. If there were witnesses please get their information. Take pictures of the exact location where the accident took place. If you need the digital camera, it is kept in the Business Office vault.

## **CHEST PAIN/HEART ATTACK**

1. **Call (631) 261-1616** for an ambulance. Tell the ambulance to come to the main doors on Wyckoff St. Have someone meet the ambulance and bring the EMT to the person in distress.
2. Using the overhead page call for a staff member who is certified to give CPR and use the AED machine. [See attached list].
3. AED machines are located at the Circulation Desk and by the Staff Hallway Entrance..
4. A staff member should stay with the person at all times. **Do not move the person.**
5. If they are taken to the hospital by ambulance and have no one to accompany them the Director or another staff member may go with them, if requested. If possible try to get the name and phone number of a family member and notify them that this person is being transported to a hospital. Ask the ambulance crew which hospital they are taking the person to.
6. Fill out an Incident Report.

## **MISSING CHILD BIRTH TO 8 YEARS OLD**

When an adult reports that they cannot find their child in the Library (the child came into the Library with the adult). Find out the child's name, age, and what they were wearing. Call 911 and report this to the police. The staff member who calls 911 stays with the parent or adult until the police arrive.

**Make the following announcement:**

**CALLING EMILY ELIZABETH, CALLING EMILY ELIZABETH.**

**All staff will begin the following building lock down procedure. If anyone asks why they cannot enter or leave the building, tell them that we have a missing child and the Library is under a lock down procedure until the child is found.**

1. **No one** enters or leaves the building.
2. **From Circulation:** One person stands outside on the main steps and does not allow anyone to enter the building.
3. One person stands by the inside doors and does not allow anyone to leave the building.
4. **From Children's:** One person stands by the fire exit doors and does not allow anyone to leave the building
5. One person stands by the entrance to the Children's Room and does not allow any one to leave the Children's Room
6. One person checks to make sure the program room doors are locked, If there is a program in the rooms, they ask the program leader to stand by the emergency exit door in Program Room A and s not allow anyone to exit that door. That person then stands outside the program rooms and does not allow anyone to enter or exit the rooms.
7. **From Reference:** One person stands by the Ann St. Staff doors and does not allow anyone to leave the building.
8. One person stands by the entrance to the Reference Room and does not allow anyone to leave or enter the Reference Room.
9. **From Business Offices:** Monday-Friday, 9 to 5.
10. One person goes to the Broadway door and does not allow anyone to enter or leave the building,



11. One person goes to the Anne St. handicapped entrance and does not allow anyone to enter or leave the building.
12. **Security/Custodians:** Monday-Friday 5 to 9 and weekends. One person goes to the Broadway entrance and does not allow anyone to leave the building.
13. One person goes to the Anne St. handicapped entrance and does not allow anyone to leave the building.

## **Building Search Procedure**

**All staff that is not covering a door immediately begin a search.**

1. Search the Children's Room completely, inside the train, in the Program Rooms, Office, etc.
2. Check all bathrooms (announce you are coming into the bathroom) on main floor, including program wing. Go into the bathroom and look around.
3. Go into the Media Room and go down all media stacks.
4. Go down every shelving unit in the Children's Room, Reference Room, Business Center, and YA Room. A child could be hiding behind any shelving unit.

When the alert has come to a close, either by finding the child, or the police have given the ok to end the alert, the following announcement will be made by the Children's Department, and the building will return to normal.

### **Announcement:**

**Attention please, attention please. Thank you for your cooperation. If you wish to do so you may now leave the library at any time.**

**Repeat announcement.**

# **BOMB THREAT**

## **Phone Call**

1. **Stay calm**, keep the person on the phone and find out as much information as possible; detonation time, location of the bomb, type and size, type of container, etc.
2. Alert another staff member that you have a bomb threat. Write a note to them to call 911.
3. Second staff member pulls fire alarm.
4. Second staff member calls 911 and the Director.
5. Second staff member or the Director makes the following announcement.

## **Announcement:**

**Attention please, attention please. Please exit the building, immediately, using the nearest emergency exit. Take your belongings with you. Please either leave in your car or meet at the flag pole in front of the Broadway entrance.**

**Repeat announcement.  
Begin evacuation plan.**

## **In-Person OR By Note**

1. **Stay calm.** Keep the person talking and find out as much information as possible (see #1 above).
2. Do not touch any package, briefcase, etc, they might have.
3. Try to alert another staff member. If not possible, when the person leaves call 911.
4. Call the Director, make the announcement above.
5. Begin evacuation plan.

## **DISORDERLY CONDUCT/ DISTURBANCES**

**If at any time a staff member feels threatened, immediately call 911 OR if you see a disturbing situation call 911.**

**NEVER APPROACH SOMEONE WHO SEEMS DISTURBED WITHOUT ANOTHER STAFF MEMBER PRESENT.**

1. Monday-Friday, 9 to 5, call Director and call 911.
2. Monday-Friday, 5 to 9 and on weekends, call Security via Walkie-Talkie. Security will call 911, if necessary.
3. If Security is not on the premises, call 911.
4. Person making call to 911 should be the person who speaks to the police. Always get a copy of the police report or file number and the name and badge number of the responding officer.
5. Fill out Incident Report.

## **EVACUATION PLAN**

Immediately take a Walkie-Talkie and the Emergency Clip Board and begin the following Evacuation Plan. All staff will meet at the FLAG POLE ON BROADWAY. The Reference Librarian will have the daily staff roster and will check to make sure all staff members are accounted for. If a staff member is missing, the following announcement will be made over the Walkie-Talkie.

**(Person's name), what is your location? Please report to the flag pole.**

Wait for response.

**All staff members wearing Orange Vests please make sure that our patrons are not in the parking lots. Escort them to the sidewalks around the building. Your role is to assist any patron who needs help outside the building, including children not accompanied by a parent or adult. The parking lots must remain clear for emergency vehicles.**

### **Lower Level:**

**Staff Office: One staff member will take an Emergency Clipboard, hanging by the door, and put on an Orange Vest.**

1. One person checks the bathrooms and Staff Room.
2. One person opens unfinished storage door and announces:  
**We have an emergency, please leave the library.**
3. Go out the emergency exits. **Do not use the interior stairs or the elevator.**
4. All staff members meet at the flag pole on Broadway.

### **Staff Room:**

1. Go out the emergency exit, next to the Staff Room.
2. **Do not use the interior stairs or the elevator.**
3. All staff members meet at the flag pole on Broadway.

**Circulation Area: One staff member will take the Emergency Clipboard, hanging by the bulletin board, and put on an Orange Vest.**

1. One person goes into Media Center and announces:  
**We have an emergency, please leave the library now.**
2. One person checks the bathrooms.
3. One person goes into the Children's Room to offer assistance.
4. Exit the nearest fire exit.
5. All staff members meet at the flag pole on Broadway.

**Children's Room: One staff member will take the Emergency Clipboard, hanging under the Children's Desk, and a second staff member in a Program Room will take the Emergency Clipboard by the emergency door in Program Room A. Both put on Orange Vests.**

1. During a program the Librarian or the program person takes the children out of the building through the emergency door in Program Room A.
2. Take children to the following **designated meeting place: *the grass area by the staff parking entrance, on the side of the playground.*** Parents will be brought to that location.
3. A staff member in the Children's Office will take the patrons in the toddler area out the side emergency door to the designated meeting place mentioned above to reunite them with their children. OR, if no staff is in the office, one of the Children's staff (from the front of the room) will go to the toddler area and lead the patrons out the side emergency door to the designated meeting place.
4. At the front of the room, staff will escort patrons out the main front door, the nearest emergency exit, and take them to the designated meeting place above to reunite them with their children. If they **do not have a child** to pick up, they are to wait on the sidewalk on Wyckoff St. opposite the Library main doors.
5. One Children's staff member checks the Children's bathroom, train and shelving aisles.
6. After each child has been reunited with a parent the staff member goes immediately to the flag pole on Broadway.
7. All staff members meet at the flag pole on Broadway.

**Reference Room: One staff member will take the Emergency Clipboard, hanging under the Reference Desk, and the *daily staff roster* and put on the Orange Vest.**

1. One person checks the stacks.
2. One person checks the Study Room and Literacy Rooms.
3. One person checks the staff bathroom.
4. Exit building by the nearest emergency exit.
5. All staff members meet at the flag pole on Broadway.

**Teenscape: One staff member will take the Emergency Clipboard, hanging under the Teen Desk, and the *daily staff roster* and put on the Orange Vest.**

1. Instruct patrons to exit the room by Teenscape's main entrance into Reference. Patrons can then exit the building by the nearest emergency exit. If the main entrance to Teenscape is blocked, exit by emergency exit in the rear. Then exit the building into the staff parking lot.
2. All staff members meet at the flag pole on Broadway.

**Business Offices (9-5pm Monday- Friday): One staff member will take the Emergency Clipboard, hanging next to Personnel Office door, the daily staff roster, and put on the Orange Vest.**

1. Check the Quiet Room, Training Room and Copy Room.
2. Check the Bookstall (if open), Historical Association Office (if open), bathrooms and Meeting Rooms in the Broadway wing, announcing,  
**We have an emergency, please leave the Library now.**
3. Exit the building by the nearest emergency exit.
4. All staff members meet at the flag pole on Broadway.

**Security: Monday-Friday after 5pm and Weekends: Take an Emergency Clip Board from the Personnel Office and put on the Orange Vest.**

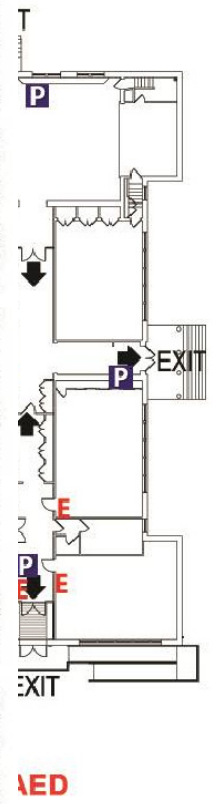
1. Check the Quiet Room, Training Room and Copy Room.
2. Check the Bookstall (if open), Historical Association Office (if open), bathrooms and Meeting Rooms in the Broadway wing, announcing,  
**We have an emergency, please leave the Library now.**
3. Exit the building by the nearest emergency exit.

4. All staff members meet at the flag pole on Broadway.

**Custodial Staff:**

1. If the fire alarm is sounding, check the main fire panel in the electrical closet OR the enunciator panel by the Main Doors on Wyckoff St. to locate the fire.
2. Exit the building by the nearest emergency exit.
3. Meet the Fire Department at the Wyckoff St. entrance.
4. All staff members meet at the flag pole on Broadway.

**Harborfields Public Library Emergency Plan - Main Floor**



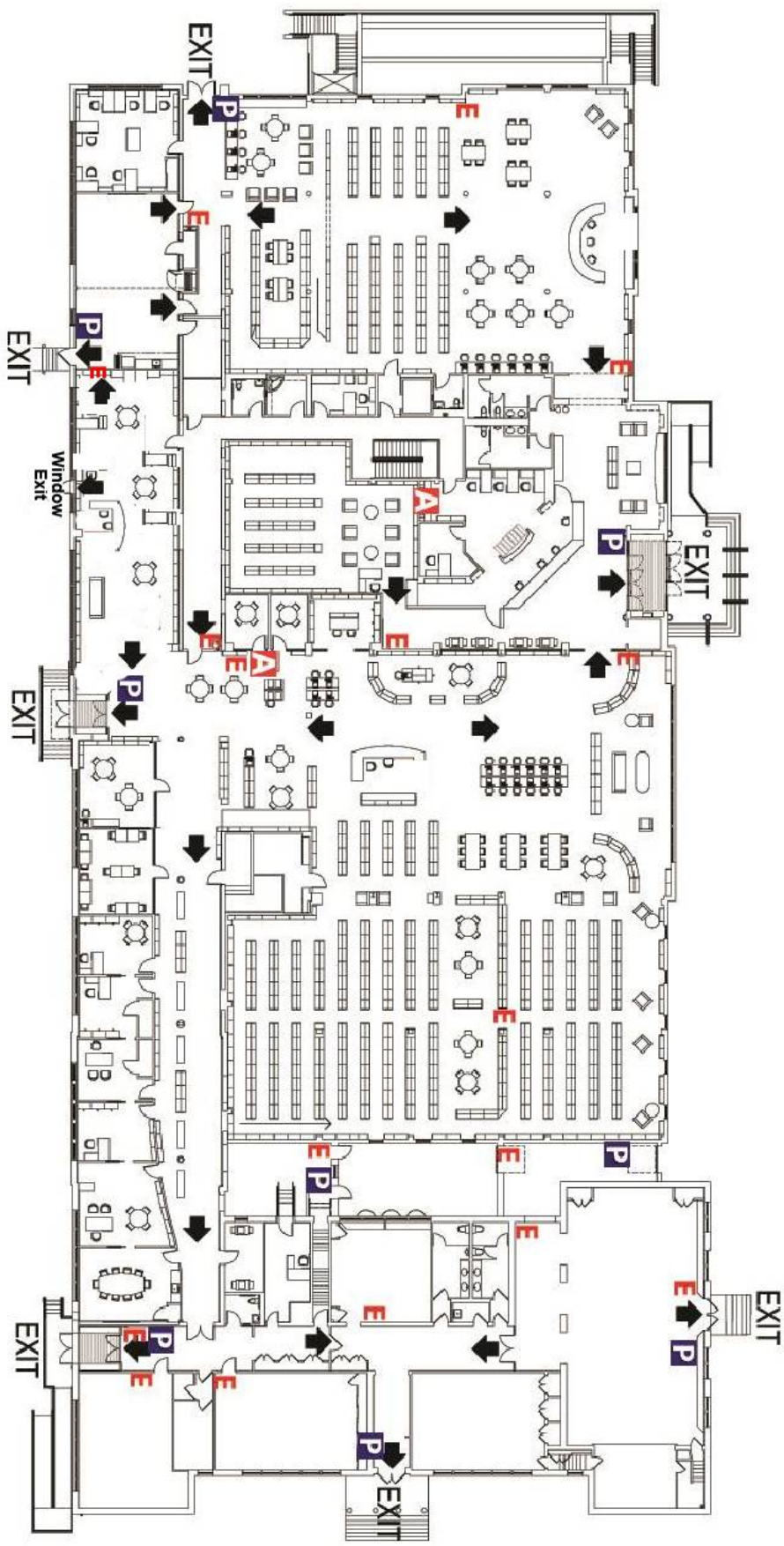
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**E = Fire Extingisher**

**P = Pull Station**

**➔ = Exit / Egress**

**A = AED**





# Harborfields Public Library Emergency Plan - Lower Level

