

BANCROFT PUBLIC LIBRARY

EMERGENCY PROCEDURES POLICY

FIRE: In the event of a fire in the Library, the staff person in charge will:

- Call 911
- Ask everyone to leave the building by either the front door, Proudfit Hall door or the rear fire door.
- Provide assistance to anyone in need while evacuating the building.
- Check all rooms including community room, and three bathrooms.
- Leave the front door unlocked for the firefighters.

MEDICAL: Staff members should exercise caution when administering first aid even of 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 the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. In the event of a medical emergency, the staff person in charge will:

- Call 911.
- Call parent/guardian if it's a minor.
- Ask permission to call a family member or friend if injured or ill person is alone.
- Administer first aid and/or CPR, if trained.
- Call Library Director.

NOTE: an AFD is located in Proudfit Hall to the left behind the Judges bench.

BIOHAZARD

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911.
- Evacuate the building.

DANGEROUS BEHAVIOR: In the event a person in the Library appears to be a danger to others, the staff person in charge will:

- Ask the person to leave.
- If uncooperative, call 911.

DISASTER PLAN:

- The Bancroft Public Library is housed in a building with a generator sufficient to power the entire building in the event of an outage.
- In a Town-wide disaster, such as flood, hurricane, ice-storm, or electrical outage, the Library staff will cooperate with the Town authorities as needed.
- There is a comprehensive Town Disaster Plan, which can be reviewed at the Town office.

WORKPLACE SAFETY:

- Follow guidance in Bancroft Public Library Employee Handbook.

Adopted: July 11, 2017

Revised: July 7, 2020, September 1, 2020 and May 10, 2022