

Attachment B-21  
Bulverde Area Rural Library District  
Library Emergency Procedures

Fire Emergencies in Library

- Activate fire alarms
- Dial 911: “Hello, this is (NAME) from the Mammen Family Public Library at 131 Bulverde Crossing. (Briefly describe situation)”
- Evacuate building
- Direct people to assembly areas
- Ensure fire vehicles have clear access to building
- Do not reenter building until cleared by fire response officials

Fire Emergencies in Parking Lot

- Dial 911: “Hello, this is (NAME) from the Mammen Family Public Library at 131 Bulverde Crossing. (Briefly describe situation)”
- Ensure public stays clear of fire area

Police Emergencies

- If alarm sounds while library is closed, the director will be called.
- If the director cannot be reached, a board member will be called.
- Do not enter building until police authorize.
- If a patron is abusive, drunk, or high, call 911 or use panic button below circulation station #2 (press and hold). Attempt to isolate individual from other patrons, outside if possible, until police arrive.
- If an intruder is attempting to force you to deactivate alarm, press the four numbers going down the middle of the keypad (2580), this will alert the alarm company but will deactivate the alarm.

Medical Emergencies

- Call 911 Suggested call script: Hello this is (NAME) from the Mammen Family Public Library at 131 Bulverde Crossing. We have (GENERAL DESCRIPTION OF PERSON – approximate age, gender) who is (GENERAL DESCRIPTION OF SYMPTOMS OR PROBLEM). Will be located near the (DESIGNATED EXIT –probably the main front entrance).
- If trained person is available, administer AED or CPR: continue until relieved by EMS personnel
- For minor injuries of staff a First Aid Kit is located in the staff kitchen.

Water Emergencies

- Report the problem to library director
- Shut off water at the meter outside, if needed
- Check the floor plan to note other areas that may be affected

- Remove standing water and protect collection materials with plastic sheeting and diverters
- Stabilize the environment (fans to direct air flow, dehumidifiers as needed, open boxes or cabinet doors, circular fans)
- Dry general collections on location
- Recover items based on specific instructions. Long term water damage recovery procedures can be found at:<http://www.nlm.nih.gov/hmd/preservation/mobile/index.html>

#### Weather and Natural Disaster Emergencies

- In the event of severe weather, the Library Director will determine if it is safe to open the library.
- The Library Director will call scheduled staff to let them know of any changes to the opening time as soon as a determination is made.
- If in doubt, call the Library Director.
- The Library Director will post any changes in opening times to the website if possible.

#### Bomb Threats

- Keep the caller on the telephone as long as possible and WRITE DOWN as much of the following as you can obtain:
  - time set for the explosion
  - location of the bomb
  - the type of bomb
- Call 911 to report the bomb threat immediately