**Tappan-Spaudling Memorial Library**

**DISASTER POLICY and PROCEDURES**

INTRODUCTION

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Includes Indoor Threats, Bomb Threats, Active Shooter, Problem Patron

INTRODUCTION

In the event of a disaster, staff and volunteers will immediately react to ensure the

safety of everyone in the library. After the safety of patrons and staff are assured,

Tioga County Sheriff will be contacted followed by the Board President and Library

Director. Emergency numbers are available at the Circulation Desk and a map of exits

and fire safety equipment is on display.

Recovery operations will be overseen by the director, staff, and the Board of Trustees.

Duties will be delegated by the Board President in conjunction with the Library Director

according to the current responsibilities of individual personnel.

I. Objective and Definition

Objective: Disaster, in terms of the Tappan-Spaulding Memorial Library, is any sudden,

severe, or catastrophic event that threatens the lives of occupants of the building,

including:

• Fire – electrical failure, intention, or accidental ignition of combustible

materials, e.g., wood, paper

• Explosion – ignition, or threat thereof, of natural gas, whether by

leakage, failure to ignite, or vandalism. Also includes real or reported

bomb threat.

• Flooding – accidental release of water by sprinkler systems, or other

water-related catastrophe.

• Dangerous Person – armed or threatening person

Also of concern are the collections, management records, and equipment, but

these are replaceable and are of low priority compared with human safety.

II. Purpose of Disaster Plan

The disaster plan policy functions to:

1) prevent disasters

2) provide a procedure for emergencies

3) provide useful contact information relevant to disaster readiness

4) provide information on the location of the Library’s safety equipment and

supplies

5) recover from disasters

III. Prevention

1. Building Design – the library building incorporates safety features such as,

emergency exits, portable extinguishers, flashlights, and fire

alarms. Fire extinguishers must pass annual inspection by fire department

inspectors, and may need recharging or replacement.

2. Safety Practices – training all personnel in recognizing and preventing

dangerous conditions. (See Procedures)

3. Structural evaluation will be conducted annually by the buildings and grounds

committee to ensure that the roof, plumbing and grounds are in good

condition.

4. Board and staff will annually review the procedure for handling specific

disasters.

IV. Procedures

Indoor Threats: Explosion, Fire, Bomb, Dangerous Patron, Flooding

1. Leave the building if there is danger, ensuring that no one is left behind.

2. Call 911 or Tioga County Sheriff 1-607-687-1010, from outside the

building in case of imminent danger.

3. Call the Library Director, Erin Chapman, and Board President, Patricia Schaffer (see

below for phone contacts).

4. In the event of a violent or dangerous patron, call 911 or Tioga County

Sheriff 1-607-687-1010, and, if possible, avoid confrontation with patron(s).

Bomb Threat (by telephone)

1. Immediately evacuate everyone from building

2. If time and circumstance permit, call police (911)

3. Obtain following information if possible:

a. Time of call

b. Description of caller’s voice and any background noise

c. Location, type, description of bomb, and when it will explode

Active Shooter

FEMA recommends the following steps are taking during an active shooter incident:

• RUN. Getting away from the shooter or shooters is the top priority. Leave

your things behind and run away. If safe to do so, warn others nearby.

Call 911 when you are safe. Describe each shooter, their locations, and

weapons.

• HIDE. If you can’t get away safely, find a place to hide. Get out of the

shooter’s view and stay very quiet. Silence your electronic devices and

make sure they won’t vibrate. Lock and block doors and

turn off the lights. Don’t hide in groups— spread out along walls or hide

separately to make it more difficult for the shooter. Try to communicate

with police silently—like through text messages or by putting a sign in an

exterior window. Stay in place until law enforcement gives you the all

clear.

• FIGHT. Your last resort when you are in immediate danger is to defend

yourself. Commit to your actions and act aggressively to stop the shooter.

Ambushing the shooter together with makeshift weapons such as chairs,

fire extinguishers, scissors, and books can distract and disarm the

shooter.

https://www.fema.gov/media-library-data/1472672897352-

d28bb197db5389e4ddedcef335d3d867/FEMA\_ActiveShooter\_OnePagerv1d15\_508\_FINA

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Problem Patron

A problem patron is one who by his/her actions disturbs other patrons or staff.

They may be armed with a weapon or may exhibit threatening or physically abusive

behavior.

It is important we not ignore a patron whose behavior drives others out of the

building. It is equally important that we be tolerant of a patron who behaves

unusually but doesn’t disturb others. If an employee or patron is verbally or

physically threatened by an unruly individual and feels that assistance is needed to

secure a safe environment, Tioga County Sheriff , 1-607-687-1010, should be

notified and asked to come to the facility immediately. If an unruly individual

presents an imminent danger, the library should be evacuated. The Board President

should also be notified.

**Board Approved:**