

**Dilley Public Library
Emergency Procedures
Disaster Plan**



Dilley Public Library Emergency Procedures-Disaster Plan

In order to insure the safety of patrons and staff, the Dilley Public Library established the following rules for use in an Emergency.

Fire

1. Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire.
2. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire.
3. Smoke detectors may be set off due to smoke; if possible, a staff member should be at each exit to guide patrons.
4. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so.
5. Fire extinguishers should be found in the following locations. At the entrance of library mounted to left on the wall and by the computers in the middle of the library
6. If the fire cannot be controlled immediately call 911 and evacuate the building.

Evacuate patrons to the front of the building to the parking lot or the back exit door of the building.

Power Outage

Assist patrons in evacuating the building. Check all bathrooms to make sure that patrons are not trapped inside without light.

Emergency Exit lights will be on to guide patrons to the nearest exit.

Every staff member should have a flashlight to help patrons find their way in the dark. Batteries should be near the flashlights at all times for such emergencies.

If any of the below should happen immediately call the City of Dilley to inform them of any situation. Number to call 830-965-1624

No water

No Heat or Air-Conditioner,

Weather Related Flood

Phone Service

Sewage Backup

Flood (if possible shut water off)

When calling the City of Dilley inform them that there is a problem and they will instruct the Library Director or staff what needs to be done.

Health Emergencies

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.

- Call 911
- Call the City of Dilley or Library Director
- Call parent/guardian if it is a minor
- Fill out an accident report

Severe Storms and Tornadoes

In the case of a Severe Storm:

- Close all exterior doors and windows
- Shut down the computers
- Prepare for a power outage

In the case of a Tornado:

- Do not leave the building.
- Shut all exterior window and doors
- Go to an interior room and stay calm
- Prepare of a power outage

Bomb Threat

If by phone:

- Keep the caller on the line as long as possible
- Ask the caller to repeat the message and try to write down every word he/she says. If the caller does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the quality (calm/exited), accents, and speech impediments.
- Call 911
- Evacuate the building

If in person:

- Evacuate the building if possible
- Please, be as calm as possible for the safety of the patrons
- Don't do anything to aggravate the person
- Call 911

Biohazard Materials

- 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

Local/Nation Emergencies

- Monitor the news and follow any instructions they give.
- Call the City of Dilley or the Library Director
- Evacuate the building or remain in a safe area of the building.