

## 1000 - Guidelines for Building Emergencies

The maintenance of the library is a shared responsibility of library and administrative staff. In coping with emergencies in a building, the single most important thing a staff can know is how the building and the equipment in it work. There should be staff that have this information.

1. Each library should have an evacuation plan. All supervisors and any other staff in charge of the building should thoroughly know that plan. Review the plan each time new staff arrive in order to assure that:
  - a. All staff know the location of all emergency exits
  - b. All staff know where fire extinguishers are located.
  - c. All staff know how to reach first responders.
2. A loss of electrical power can be due to a circuit breaker or external causes.
  - a. Staff should be aware of the location of all circuit breaker boxes.
  - b. All circuit breakers should be labeled correctly.
  - c. Working flashlights should be kept at all service desks.
3. Staff should be aware of the location of all shut-off valves for water and should know how to open and close them.
4. Staff should know where the control unit of the telephone system is kept and to call the Operations Associate when the telephone needs service.
5. Each library should post a list of staff and phone numbers to call when there is an emergency and the building is closed.