**LIBRARY EMERGENCY ACTION PLAN**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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*Leaders of the Library should review this policy with their local law enforcement agency. They should fill in red items with locations or staff members in their organization. The policy should be formally adopted, and the staff should be educated and trained in its contents.*

**----------REMOVE ABOVE PARAGRAPH----------**

# PURPOSE

The insert library name recognizes that the public Library is a unique institution that welcomes the community into our building and onto our grounds. This places a responsibility on the library to have plans for the safety of staff and patrons in the event of fire, hostile events, severe weather, and other reasonably anticipated events.

New Jersey Public Employee Occupational Safety and Health (PEOSH) requires each facility to maintain a written Emergency Action Plan (EAP).

# REferences

29 CFR 1910. 138 OSHA Emergency Action Plans

U.S. and N.J. Office of Homeland Security Guidelines

N.J. Library Association Guidelines

# RESPONSIBILITIES

The Director of the Library shall:

* Review this plan annually and after any incidents, and update as needed
* Review onboarding and other training programs to ensure staff is educated on the policies and procedures in this policy
* Hold periodic training and drills to ensure staff proficiency in their duties under this policy
* Review of the NJ Office of Homeland Security and Preparedness’s annual Threat Assessment

Section supervisors shall:

* Review section employees on their specific actions under this policy. They shall review emergency exits, location of emergency equipment (fire alarm pull boxes, first aid kits, etc,) in their section with new employees within the first week of service.

Every employee shall:

* Maintain an awareness of their roles and responsibilities under this policy
* Participate in education, training, and drills
* Stay situationally aware to warning signs of terrorism. See something, say something.

# FIRE AND FIRE ALARM

In the event a fire is discovered, notify occupants in the immediate vicinity of the fire, pull the nearest fire alarm, and call 9-1-1 when you are outside the building in a safe area.

No personnel should attempt to fight the fire unless they are trained.

In the event of a fire or fire alarm, all Library occupants will be notified to evacuate through the sounding of the alarm, verbal communications, and/or through the Public Address system. Library employees should tell patrons to leave as they evacuate through the nearest, safe exit. Staff should know two ways out from anywhere in the library.

All personnel are to evacuate the building following the evacuation procedures.

Generally, all occupants should:

* Remain calm and follow directions from supervisors and/or law enforcement personnel
* Evacuate using the nearest available exit that is safe to use.
* Do not use elevators.
* Proceed directly to your designated Assembly Area and report your presence to the supervisor and give an update about patrons in your Library area.
* Keep a safe distance away from buildings being evacuated. Stay alert to police and fire activities.

|  |  |
| --- | --- |
| Primary Evacuation Assembly Area | Insert area |
| Secondary Evacuation Assembly Area | Insert area |

In the event of an evacuation, staff will assemble in their designated Assembly Area*.*  The representatives for the library areas will account for all employees in the Assembly Area. Employees are to remain at the Assembly Area until told to return to work or until released by their supervisors.

In the event that someone cannot be located or accounted for, the supervisor will attempt to determine the last known location of that employee and notify the Fire Commander.

# INJURIES TO STAFF OR PATRONS

The library has the following first aid equipment at the following locations:

|  |  |
| --- | --- |
| **Equipment** | **Location** |
| First aid kit |  |
| Stop the Bleed Control Kit |  |
| Automatic External Defibrillator (AED) |  |
| CPR barrier Mask |  |
| Oxygen |  |
| Narcan |  |
| Epi-pen |  |

The library has employees trained in Basic First Aid, AED, Adult/Child/Infant CPR, oxygen therapy, Narcan and Epi-pen administration. Delete any training that is not provided

In the event of a potentially life-threatening medical emergency such as unconsciousness, chest pain, difficulty breathing, seizures, or stroke, employees shall dial 9-1-1 immediately. Staff trained in first aid and CPR/AED shall be notified to respond to the site with the AED and first aid kit. Staff shall don personal protective equipment and begin assistance within their level of training.

For non-life-threatening injuries and illnesses, staff shall immediately approach the victim and begin a verbal assessment. Do not render first aid until you wear medical exam gloves. Staff trained in first aid and CPR/AED shall be notified to respond to the site with the AED and first aid kit. Staff shall don personal protective equipment and begin assistance within their level of training. Staff trained in first aid shall determine if local police and EMS are needed. However, for all but the most minor injuries or illnesses, the local police shall be called and requested to take a report and document the victim’s refusal of further medical care.

If a patron or visitor under the age of 18 years is injured or falls ill and is unattended or whose parents cannot be immediately reached by phone, call insert name of law enforcement agency. One staff member will stay with the child while a second staff member brings first aid equipment to the location. All staff members involved in providing care shall wear medical gloves. After a child has been placed in the care of law enforcement personnel or transported to a medical center, the staff will leave notes about the child’s whereabouts at the front desk.

The incident shall be documented following the policies below.

# BOMB THREAT

If a bomb threat phone call is received:

* Remain Calm: Maintain composure and avoid panicking.
* Ask a fellow co-worker to call 9-1-1 to notify local law enforcement of the threat.
* Keep the caller on the line as long as possible to gather information.
* Note the caller’s exact words, time of the call, and caller ID.
* Tell the caller there are a lot of children in the library. Can the call please help you protect the children. Ask questions to gather information, such as when the bomb will explode, what it looks like, and where it is located.
* Do not argue or engage in a verbal confrontation with the caller.

Follow the directions of law enforcement. If directed to evacuate the building, do not pull the fire alarm to evacuate the building. Make the following announcement over the public address (PA) system,

*“Attention! Due to a credible bomb threat, this building must be evacuated. Please immediately proceed to the designated meeting points outside the building, and do not return to the library until advised by authorities. Remain calm and follow the instructions of staff and emergency personnel.”*

# SUSPICIOUS OR UNATTENDED PACKAGE

If a suspicious or unattended package, backpack, bookbag, or other object is noticed by a Library employee or reported to a Library employee:

* Do not touch the object. Make an attempt to locate the owner.
* If the owner cannot be quickly found, call 9-1-1 and report a description of the object and its location in the library.
* Begin to move other patrons away from the object.
* Remain calm. Be aware that there could be other suspicious items or threats.

Follow the directions of law enforcement.

# ACTIVE SHOOTER/HOSTILE EVENT

If the shooter or hostile event is occurring outside the library, follow the Lock Down procedure:

* If a staff member witnesses an outside threat call 9-1-1. If safe, lock as many doors as possible.
* If the Library is notified of an active shooter or other threat is in the vicinity of the Library, the Director and Deputy Director will lock all outside doors.
* Quickly notify all staff and patrons of the emergency over the public address system: *“This is an emergency. This building is now in lockdown. Quickly proceed to an area away from windows and out of sight. Lock and secure all exterior doors.*
* Do not open the door for anyone until an all-clear is given by law enforcement.

If the shooter or hostile event is occurring inside the library, remember Run-Hide-Fight:

* Run in the opposite direction of the shooting/disturbance. Leave your belongings behind. Help others escape, if possible. Get as far away as possible from the building or area where the threat is located. Prevent individuals from entering an area where the active shooter might be.
* Hide where the active shooter is less likely to find you. Your hiding place should be out of the shooter’s view and provide protection if shots are fired in your direction. If you are unable to leave your office area, close the door and lock it. Try to keep your facility keys with you when working so you can enter rooms that are locked.
* As a last resort, and only when your life is imminent danger, fight or attempt to disrupt and/or incapacitate the shooter by acting as aggressively as possible. Throw items and improvise weapons. Work as a team with other staff and communicate your actions.

# SHELTER IN PLACE

A [shelter-in-place policy](https://www.nist.gov/ESO/emergency-management-group/oep-quick-reference-guide/shelter-place#:~:text=A%20Shelter%20In%20Place%20(SIP,phone%2C%20text%2C%20or%20email)aims to provide a safe haven within the building during emergencies like hazardous materials releases, extreme weather, or other threats where evacuation might be dangerous.

Announce the following shelter-in-place order via the building’s public address system, staff notification system, or other pre-determined channels.  “A shelter-in-place order has been issued by the insert name of local authority.

During a shelter-in-place, library staff should guide patrons to designated safe areas within the library, which should be interior rooms with minimal windows.

Specific Actions:

* + Exterior doors and windows should be closed and sealed to minimize airflow from outside.
  + Valuable equipment should be secured if time permits.
  + Heating and air conditioning systems may be turned off to prevent the entry of contaminated air.
  + If possible, move to a room with minimal windows or vents.
  + Monitor for updates via radio, cell phones, or other communication channels. Avoid using the library’s phone system unless necessary.

The library will announce an “all clear” signal once the threat has passed and it is safe to return to normal operations.

# TORNADO & SEVERE WEATHER WARNING

In the event of severe weather, sheltering in place is usually a safer alternative to evacuation. All occupants of the library should move to interior locations away from windows until the storm has passed. In the event of severe damage to the building, personnel should evacuate those damaged areas until the immediate storm threat has passed and then evacuate the building following evacuation procedures.

When staff becomes aware that a tornado or severe wind warning is issued by the local weather service, staff shall direct patrons to the interior of the Library. The following Public Address message shall be made:

“*A tornado warning has been issued by the local weather service for the area, including the library. Please immediately gather your belongings and move to the center of the library, away from windows and doors. The alert is scheduled to last until insert time. We will announce when it is safe to return to your work. Thank you.*”

Remain sheltered until the threat is announced to be over.

# EARTHQUAKE

During an earthquake, the library advises staff and patrons to stay indoors and remember “Drop, Cover, and Hold On.”

* Drop to the floor and get under a sturdy desk or table. If a table is not available, seek shelter near an interior wall or against low-lying furniture.  Stay clear of windows, fireplaces, and heavy furniture or appliances.
* Cover your head and neck with your arms and hands.
* Hold on until the shaking stops.

After the shaking stops:

* If the earthquake is minor and books mostly stay on shelves, staff and patrons should remain in safe locations until emergency personnel or the Director confirms the situation is resolved.
* If the earthquake was moderate or severe, i.e., many books or wall pictures fell, staff and patrons should evacuate the library until authorities can assess the building for damage.

# POST INCIDENT DOCUMENTATION & REVIEW

Library responses to incidents shall be recorded. Incidents involving a patron, such as an injury or serious disruptive act, shall be documented on the Library Patron Incident Report, provided in Appendix A.

For other emergencies, library staff members shall be asked to provide a written or verbal narrative of their actions during the incident and submitted to the Director within 48 hours. Narratives shall be used to conduct an After-Action Review (AAR) by the Director or their designee. The AAR should identify actions that contributed to the welfare of staff and patrons, and suggestions to improve policies, procedures, and training for actions needing adjustments. The AAR and Action Plan shall be shared with Library stakeholders.

# EDUCATION, TRAINING AND DRILLS

During the initial onboarding orientation, new Library employees and volunteers shall receive the following education:

* A review of the health and safety policies of the library listed in Appendix B
* MSI NOW videos listed in Appendix B
* An opportunity to ask questions or seek clarification

Periodically, the Library holds training days. Selected components will be reinforced as needed to ensure staff is prepared to properly respond to emergencies.

The library will periodically conduct functional drills on an employee’s actions during a simulated emergency. The purpose of functional drills is not to test the employee but to identify gaps in policies, procedures, and training.

Periodically, the Library will conduct full-scale drills, such as fire evacuation or active shooter drills. If the Library is open to the public at the time of the drill, an announcement will be made over the public address system starting with, “This is a drill and give the scope of the drill” to minimize disruption and anxiety of the patrons.

The Director will review All training and drills afterward to identify gaps in staff learning.

# APPENDIX A

Insert name of library **Patron Incident Report Form**

Use this form to report accidents, injuries, medical emergencies, or inappropriate behavior incidents. The form shall be completed and submitted to the Director within 24 hours of the incident.

|  |  |  |  |
| --- | --- | --- | --- |
| **Patron involved in incident** | | | |
| Name: | | | 🞏 Staff 🞏 Patron 🞏 Visitor |
| Address: | | | |
| Home Phone: | | Cell Phone: | |
| **Information about the incident** | | | |
| Incident Date: | Incident Time: | | 🞏 Staff 🞏 Patron 🞏 Visitor |
| Incident Location: (be specific, ex: floor, room #, shelf #, etc.) | | | |
| Incident Description: (Be specific. What happened? How did it happen? Attach additional sheets if needed) | | | |
| Witnesses: (name, address, phone number)  1:  2:  3: | | | |
| Were PD notified? 🞏 Yes 🞏 No | | Did EMS respond? 🞏 Yes 🞏 No | |
| Immediate actions taken to resolve incident: | | | |
| **Person completing report** | | | |
| Name: | | Date: | |
| Signature: | | Phone #: | |
| **Incident Review (to be completed by Library Director)** | | | |
| Name: | | Date: | |
| Lessons learned and action plan: | | | |

# APPENDIX B

Insert name of library **New Employee/Volunteer Orientation Plan**

A representative of the library shall review the following policies and procedures:

1. Anti-Harassment and Bullying Plan; Policy #
2. Bloodborne Pathogen & Infection Control Plan; Policy #
3. Emergency Action Plan; Policy #
4. Safe Protection of Children Plan; Policy #
5. Child Safety Plan; Policy #
6. Add additional policies and procedures as deemed necessary

The new employee/volunteer shall view the following MSI NOW videos:

1. Bloodborne Pathogen Refresher Training
2. Protecting Children from Abuse
3. We Must Respect Each Other
4. First Amendment Auding Toolbox Talk (recommended)
5. New Employee Safety Orientation (recommended)
6. New Employee Safety Orientation, Part 2 (recommended)
7. Add additional videos from the [MSI NOW catalog](https://melsafetyinstitute.org/wp-content/uploads/2025/02/MSI-Catalog-12172024-NOW.v2.pdf)

Additional orientation resources:

1. Add as needed