

CHARLOTTE HOBBS MEMORIAL LIBRARY

Emergency Preparedness & Response Policy

PURPOSE

To fulfill its mission to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community, the Charlotte Hobbs Memorial Library (CHML) needs plans to respond to Emergencies. This Policy provides guidance to develop and implement Plans that protect Patrons, the Collection and the Building from such Emergencies.

DEFINITIONS

Action Plan – Step by step procedures to follow when an Emergency occurs.

Board – The Board of Trustees of the CHML.

Director – The Library Director of the CHML chosen by the Board, or Acting Library Director if the position of Library Director is vacant.

Emergency – An occurrence, event or situation which may threaten the safety of persons, the collections, and/or the CHML facilities.

Patron – Any CHML user and anyone else in the building at the time of an Emergency.

Plan – A set of procedures and measures for the purpose of preparing for and responding to various Emergencies.

Staff – The CHML Director, employees and volunteers and patrons of CHML.

POLICY

1. **Responsibility for Plans:** The CHML shall prepare Plans for different types of Emergencies.
 - a. The Director will work with Staff to identify different types of Emergencies and prepare Plans to prepare for and respond to them.
 - b. The Director will periodically report to the Board on the number, types and status of the CHML's Emergency Plans.
2. **Emergency Types:** The Plans shall address the following types of Emergencies:
 - a. Individual Medical Emergencies: Situations where one or more individuals become ill or injured at the CHML.
 - b. Community Medical Emergencies: Situations involving community-wide medical conditions, such as pandemics.
 - c. Building Emergencies: Disasters or situations involving failure of any building systems (both when the building is occupied and unoccupied), including heat, cooling, fire alarm and suppression, plumbing, electrical systems, and other

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equipment. Also the Plan should address fire, flooding, leakage, mold contamination or other Emergency involving the building.

- d. Personal Safety Emergencies: A building lockdown Plan for situations where the physical safety of persons is threatened by an external threat.
- e. Weather Emergencies: Environmental situations where snow, wind, rain or heat cause disrupt the operations of the CHML.
- f. Data Breach Emergencies: Instances where any of the CHML computer systems or networks are compromised in a manner that either threatens the integrity of the library's data and digital materials, or exposes Patron or library information to parties other than those authorized to have access to it.
- g. Such other types of Emergencies as the Director, Staff or Board deem necessary to address with a Plan. At the discretion of the Director, some or all of the above Plans may be combined in a single document.

3. Plan Contents.

- a. Each Plan will have a written document designed to assist in preparing for and responding to the specific type(s) of Emergency by assembling in advance vital information which will be invaluable in the event of an emergency.
- b. Each Plan should specify the following, as applicable:
 - i. Identify individual with primary responsibility for responding.
 - ii. Identify additional individuals with secondary responsibility or to act as backup to the primary individual.
 - iii. Identify equipment, along with locations (if not obvious), access points, important controls, and location of manuals.
 - iv. Contacts for maintenance and service, including after-hours contacts where relevant.
 - v. Location and status of public notifications, such as exit plans and alarm boxes, and first aid equipment.
 - vi. Insurance contacts and location of reporting requirements.
 - vii. Contacts for preservation and conservation.
 - viii. Location(s) of any specific response supplies or equipment.
 - ix. As appropriate to particular Emergencies, Plans should establish safety protocols, such as temporary special equipment, occupancy limits, access and egress procedures.
 - x. Appropriate measures for communication to the public, including use of street signage, website, and email, and identify the individual(s) responsible for each.

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- c. The Director should maintain a written list that sets priorities for saving of items in the event of an Emergency that physically threatens the collection or the library's data.
4. Ongoing Preparedness.
- a. All employees and volunteers of the CHML review this Policy along with the CHML's Emergency Plans at least once a year.
 - b. Preparedness: At least once a year, the Director and staff shall walk-through what to do in case of fire or a building lockdown.
 - c. Hard copies of with Plan(s) shall be kept on the main desk counter for quick check.
 - d. The Director shall maintain a record of annual inspection of the following and ensure that all systems, equipment and information are current:
 - Emergency systems, such as smoke detectors and fire alarms;
 - first aid kits, fire extinguishers, and other Emergency equipment etc.,
 - exit signage, evacuation routes and instructions, and exterior meeting point; and
 - inspections by Fire Department and/or other appropriate authorities.
 - e. The Director and Staff shall annually review the contact list(s) for alarm system(s) and the CHML's emergency notification and response procedures, and maintain a copy of the list(s) and procedures at the main desk.
 - f. Post medical emergency numbers at the main desk for Lovell Fire Station, Fryeburg Rescue, Stoneham Rescue, and Bridgton Hospital.

Adoption: This policy was adopted on April 21, 2021