

## **Fallon County Library**

### **Disaster / Emergency Response Procedures**

1. All alarms are to be taken seriously and immediate action taken to evacuate the building.
2. The Library employee or employees will inform any patrons that the alarm means that everyone **MUST** leave the building immediately.
3. The Library employee or employees will then make sure all patrons have left the library by the safest exit, either the front or back doors.
4. The Library employee or employees will then close ALL doors, but not lock them, and leave by the same exit as the patrons, if possible.
5. The Library employee or employees will proceed to the designated meeting place: the **NORTH** parking lot if exit has been through the front library door; the far end of the parking lot by the museum if exit has been through the south door.
6. The Library employee with the most seniority will then count heads to make sure that everyone who was in the library is accounted for. If someone is missing, the fire commander or commanding law enforcement officer should be informed.
7. Everyone **MUST** remain at the meeting place until all persons are counted. **NO ONE WILL RETURN TO THE BUILDING** until the commanding officer gives the okay to do so.

### **Disaster / Emergency Response Procedures During Story-Time**

1. The Library employee in charge will inform the children to evacuate the building as soon as possible, but not to run, and proceed to the designated meeting area.
2. The Library employee in charge of registering children will take the attendance clipboard and go outside with the children to the designated meeting place.
3. The first adult out the door should hold the door or prop the door open for the children.
4. As soon as the adult has propped the door open or an adult has been delegated to hold the door open, an adult should proceed to the street to assist the children across the street if the meeting place is in the NORTH parking lot or begin a head count if the designated meeting place is the south parking lot.
5. The Library employee with the most seniority will remain behind to check to see that all other patrons have left the library, close ALL doors, and then proceed to the designated meeting place.
6. Children will not take time to get their coats on; adults will take armfuls of coats, as they leave, if necessary.
7. Everyone will remain at the designated meeting place until everyone is accounted for and the commanding officer gives the okay to leave or return to the building.