

San Juan County Library System
Emergency and Fire Plan
September 2022

In the incident of a fire or other emergency requiring evacuation:

1. Onsite employee(s) shall remain calm and ask all patrons to quickly and safely exit the building through the nearest and safest exit. Personal items are to be left behind if not readily at hand.
2. Onsite employee(s) will aid any individual in need of assistance exiting the building.
3. Onsite employee(s) will **call 911** to report the emergency once outside of the building.
4. Onsite employee(s) will meet in a designated area a safe distance from the building and confirm that everyone has exited the building.

General Information

Emergencies are unforeseen circumstances that generally call for immediate action. When an emergency of any kind occurs anywhere in the library, the number one concern is to protect and preserve human life. When emergency circumstances require that service to the public be interrupted, restoration of public library service should occur as soon as the building can be safely occupied.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor injury to ensure the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake intervention beyond keeping the sick or injured patron comfortable and protected from unnecessary disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. Emergency services (**911**) should be called immediately in the event of any problem deemed serious. No medication, including aspirin, should ever be dispensed to the public.

This Policy has been reviewed and adopted by the San Juan County Library Board of Trustees.

Library Board Chairperson: _____

Ramona Chamberlain

Date: _____

9/20/22