

Disaster Policy

Mexico Public Library

In order to insure the safety of our patrons and staff, the Board of Trustees of the Mexico Public Library has established the following guidelines to use in case of emergencies.

Building Evacuation:

The building should be evacuated whenever it is no longer safe to remain in the building or upon request of government officials.

- Check all rooms including restrooms for patrons or staff in the building.
- When evacuating patrons with disabilities, ask how you may help before giving assistance and if they require any special considerations or items that the patron may need.

Fire and Potential Natural Gas:

At the first indication of smoke or flames:

- DO NOT PANIC
- Evacuate the building
- Call 911 from outside.
- Wait outside for the fire department to arrive and DO NOT re-enter until fire department says it is safe to do so.
- Call Board President

If the fire is smaller than a trash can and can obviously be contained and extinguished quickly and safely by staff, they may do so at their discretion.

At the first indication of a gas emergency:

- Evacuate the building immediately.
- Call 911 from outside.
- Wait outside for the fire department and DO NOT re-enter until authorities say it is safe to do so.
- Call Board President.

Extended Power Outage:

- Close the library to the public
- Assist patrons with evacuating the building.
- Turn off computers
- Call Board President.

Health Emergencies:

- Call 911 immediately in the event of any serious problem.
- It is not advisable for staff without specialized training to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Staff members should use their own judgment to do what is prudent and reasonable.
- No medication, including aspirin, should ever be dispensed to the public.
- Notify Board President of event if 911 called.

Bomb Threats:

- Keep the caller on the line as long as possible.

- Ask the caller to repeat the message and try to write down every word spoken by the person. Ask for the location of the bomb or the time of possible detonation.
- Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate the location of the call. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
- Call 911.
- Evacuate the building and do not return until cleared by law enforcement.
- Call Board President.

Snow Storms/Severe Weather:

- Closing of the library is at the discretion of the Library Director if available, or staff and Board President.
- If Mexico School District delays two hours or closes due to severe weather, then Pre-K story hour will be cancelled.
- If Mexico School District closes early due to severe weather, then children's afternoon or evening programs at the library will be cancelled.
- Notify NewsChannel 9 with closing information (codes posted at circulation desk).
- Post door signs if possible.
- Update social media.
- Notify Board President.

Bio Hazard

- Leave the suspicious substance where it is found.
- Call 911.
- Evacuate the building and do not return until authorities say it is safe to do so.
- Call Board President.

Emergency Closure:

The closing of the library may be required by natural, mechanical or other emergencies, these situations will be handled as follows: the responsibility for closing the library rests with the Library Director or his/her designee. In the event of an emergency situation, the Library Director shall consult where possible with the President of the Board of Trustees or an officer as soon as possible as to the reason for such closing. The Library Director has the responsibility to notify the public of such closures through social and news media organizations.

This policy was reviewed and approved by the Mexico Public Library Board of Trustees at the January 11, 2019 Board Meeting.