Galway Public Library Disaster Preparedness Policy

I. Purpose

The purpose of the Galway Public Library's Disaster Preparedness Policy is to provide formal guidelines for disaster preparedness to ensure the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations.

The Galway Public Library's Disaster Response Procedure provides a more detailed course of action for all staff to follow should an emergency arise, including actionable steps to implement this Disaster Preparedness Policy.

II. Objectives

The objectives of the Galway Public Library's Disaster Preparedness Policy are to establish:

1. Safety and security measures for staff and patrons during emergency and disaster situations.
2. General security measures for facility and materials, including recovery procedures.
3. Safety and security planning and prevention measures.

III. Responsibilities

A. Galway Public Library ("Library") will establish a Chain of Command for when an emergency or disaster situation occurs. The staff member in charge when an emergency or disaster occurs will remain the responsible party until relieved of command duties per the Chain of Command.
B. The Library will provide emergency contact information to all library staff to be displayed in staff areas of the facility, including the Chain of Command for when an emergency or disaster occurs.
C. Emergency drills will be performed annually by Library Staff. Fire extinguishers, emergency pull-down fire alarms, emergency call buttons, and security cameras are located throughout the library.
D. Emergency contact information should be regarded as confidential and only released to authorized personnel.
E. The Library will maintain stocked first aid kits and certified fire extinguishers which will be inspected annually.
F. The Library will maintain a floor plan of the building with emergency exit routes, utility shutoffs, first aid kits, and fire extinguishers clearly indicated on the floor plan.
G. The Library will establish a site for regrouping in case the building is evacuated.

IV. General or Minor Accidents

A. If a patron has a minor accident, library staff should report the situation to the Library Director or staff member in charge.
B. Staff may distribute bandages, ice packs, etc. from the first aid kit.

V. Medical Emergencies

A. 911 should be called immediately if library staff, patron, or library volunteer requires medical attention due to a health condition or accident on site.
B. Library staff should not administer aid unless certified to do so. No medication, including aspirin, should ever be dispensed to patrons, volunteers, or library staff without proper training, and only under guidelines presented by SALS in compliance with State law.

VI. Emergency Evacuation

911 should be called right away in all emergency situations. Proper authorities, the Library Director, or staff member in charge, will determine when it is safe to return to the library.

The priority is to evacuate patrons, volunteers, and library staff from the library building while remaining calm. Ensure all building occupants are accounted for.

Library emergency routes and the designated evacuation safe space should be followed as outlined in the Disaster Response Procedure.

Damage assessment and recovery procedures may need to be implemented when safety is restored. See the Disaster Response Procedure.

VII. Endangerment of Staff or Patrons

When confronted with a situation posing a danger to staff, volunteers, or patrons, library staff should:

A. Walk away from a potentially violent situation. If library staff assesses that other staff, patrons, or volunteers are in immediate danger, follow additional response procedures, potentially including evacuation as defined in the Disaster Response Procedure.
B. Follow the Library's Code of Conduct Policy for evaluating the situation and considering patron behavior. If library staff feel that anyone may be in immediate danger, contact the police department.

VIII. Power Outage

The generator should turn on if there is a power outage. If it does not, the Library Director will make the decision to close the library building and communicate the decision to library staff, volunteers, and patrons.

IX. Fire

At the first indication of smoke or fire, immediately call 911. Fire extinguishers are marked on the Library's floor plan as established in the Disaster Response Procedure.

The priority is to evacuate patrons, volunteers, and library staff from the library building while remaining calm. Ensure all building occupants are accounted for.

Library emergency routes and the designated evacuation safe space should be followed as outlined in Disaster Response Procedure.

Damage assessment and recovery procedures may need to be implemented when safety is restored.

X. Active Shooter

Act immediately and alert others. Follow the protocol outlined in emergency procedures established in the Disaster Response Procedure.

XI. Floods, Spills, or Hazardous Materials

A. Areas with spills, floods, bodily fluids, or other chemical contaminates need to be contained as quickly as possible. Library staff should cordon off the space to protect the area.
B. Library staff should only address areas that are safe to clean.
    a. For hazardous materials, call 911 immediately and follow evacuation procedures as outlined in the Disaster Response Procedure.
    b. For minor flooding, contact the Library Director or maintenance staff.
    c. For bodily fluids or minor chemical spills (such as cleaning supplies), contact the Library Director or maintenance staff.
    d. Damage assessment and recovery procedures may need to be implemented when safety is restored. See the Disaster Response Procedure.

XII. Pandemic

The Library will refer to governmental directives and industry standards in the event of a global pandemic. If you experience symptoms or have been exposed to a new disease, do not come to the library. Contact your health care provider to determine if you should be quarantined and notify the Library Director.

The Library Director, in consultation with public services, will follow the Pandemic Response Plan outlined in the Disaster Response Procedure, and in consultation with the Board of Trustees, determine if library hours should be limited or the library closed.