Mannsville Free Library

Disaster/Emergency Response Plan

Fire and Potential Natural Gas Emergencies

At the first indication of smoke or flame, evacuate the building and call 911 from outside. 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.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

At the first indication of a gas emergency, immediately evacuate the building and call 911 from outside.

After evacuating the building, all staff must meet by the Library sign.

Health Emergencies

911 should be called immediately in the event of any serious problem. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless 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.

No medication, including aspirin, should ever be dispensed to the public.

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. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call 911. Clear the building. The library will remain closed until it has been cleared by law enforcement.

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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 their 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.

Approved and adopted by the Board of Trustees on July 2, 2014; amended April 10, 2017; December 6, 2022; May 14, 2024