

Madison Library Emergency Management Policy

MISSION

The mission of the Madison Library Emergency Management Policy is to establish guidelines be used if an emergency situation should arise on library premises. The emphasis is first to maintain the safety of staff and patrons and secondly to protect the building and its contents.

The Board of Trustees adheres to the Major Emergency Management Policy established by the Selectmen of the Board of the Town of Madison for catastrophes, such as hurricanes, floods, toxic spills, etc. For library specific emergencies, the following procedures will be used.

WORKPLACE VIOLENCE

1. Call 9-1-1 as soon as the threat becomes apparent. Do not rely on others to make the call.
2. Stay calm. Show empathy for the violent person, not sympathy. Do not negotiate, promise, or represent authority. Do not answer for others.
3. Prepare to react to protect yourself and others. Evacuate people as soon as possible.

BOMB THREAT

1. If the threat is made by telephone, try to get as much information as possible from the caller. Write details down, such as background noise, accents and expressions.
2. Call 9-1-1 as soon as possible.
3. Evacuate the building and cooperate with authorities when they arrive.

BODY FLUID SPILL

1. Because of blood borne pathogens, especially HIV, AIDS and Hepatitis B Virus, assume all blood, semen, vaginal secretions, amniotic fluid and live skin could be potentially infectious.
2. For any major problem call 9-1-1 for the Madison Rescue.
3. If action must be taken before the Rescue Squad arrives, use the latex gloves, stored in the cabinet above the toilet in the library bathroom, when handling or cleaning up any body fluid spills.
4. When you are finished, clean with soap and water. Disinfect with 1 part bleach and 10 parts water for 20 minutes.

5. When performing CPR, and using the automatic external defibrillator (AED) follow unit instructions.
6. Dispose all waste in a plastic bag/containers and mark it with "Biohazard".
7. Write an Incident Report within 24 hours to be given to the Chairman of the Board of the Trustees, outlining events and the potential hazard. Notify Selectmen's office when Incident Report is filed.
8. For minor injuries, a First Aid kit is stored in the cabinet in the library bathroom. It is recommended that parents and/or guardians treat their youngsters for any minor scrape, fall or burn rather than the library staff.

FIRE

1. Call 9-1-1 to report the alarm. The library is at 1895 Village Road, Madison, New Hampshire.
2. Evacuate everyone from the building. Sound alarm and shout.
3. Close windows and doors, but do not lock them.
4. Perform an evacuation drill annually.

BUILDING CONCERNS

1. If there is no heat, call Irving Energy Distribution at 539-6000 or current heating fuel provider.
2. If the driveway has not been plowed after a storm, call the Selectman's Office at 367-4332.
3. If a child is left unattended and it is time to close the library, attempt to call the child's parents. If you are unable to reach anyone, call the police at 367-8334 or Carroll County Sheriff's Department at 539-2284.

Policy Adopted: 7/17/1997

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