

# **EMERGENCY ACTION PLAN**

## **For The NEWELL PUBLIC LIBRARY**

### **Following is the emergency plan for Fire Evacuation:**

Library director, or library assistant in director's absence, will loudly notify all patrons of an emergency and direct them towards the clear exit. The patrons will then evacuate the building and convene by the bank drive-thru awning. At this time the director will call 911 and account for all patrons. Patrons and directors will remain at this location until directed to a different location by the police or fire officials. If the meeting place is threatened for any reason, the director and/or assistant will guide the patrons West across main street to the lawn area to the East of the Tri-Mark clinic building. After all patrons are accounted for and officials have arrived, the director and/or assistant will contact the library board president to apprise her/him of the situation.

### **Following is the emergency plan for the instance of a Tornado:**

In the instance that the director has sufficient notice of approaching threatening weather, all patrons will be asked to exit the building and go to other places of safety before the threatening weather arrives. If there is insufficient time to remove all patrons, the library director or library assistant will loudly notify all patrons of an emergency and direct them towards the back exit. The patrons will then evacuate the building and convene in the basement of the United Congregational Church by means of the West side door. At this time the director will call 911 and account for all patrons. Patrons and directors will remain at this location until directed to a different location by the police or fire officials. After all patrons are accounted for and officials have arrived, the director and/or assistant will contact the library board president to apprise her/him of the situation.

In any of these situations, changes from this policy will be dictated by the circumstances of each particular instance and changes made as necessary to assure the greatest safety to our patrons.