

10.23. Emergency Action Plan

10.23.1. Purpose

This plan is written to meet the requirements of OR-OSHA and Fire Code rules. The intent is to outline evacuation procedures during fires, natural disasters, or to be used in the event of work-place violence.

This plan is a preparedness document. It is the responsibility of all employees and volunteers to read and understand this information before an emergency. In the event of a major emergency or disaster the plan becomes an emergency management guide.

Because names and telephone number frequently change, this plan should be reviewed on a regular basis and updated as often as necessary.

10.23.2. When to Use the Plan

This emergency plan should be used during situations that require immediate response to protect lives or property as a result of an emergency or disaster at Curry Public Library.

Consider this plan to be officially activated when:

- Serious or life threatening injury occurs.
- Fire or smoke is discovered in a facility.
- Natural events such as a storm or earthquake have damaged the facility or threatened the safety of its occupants.
- External sources of toxic fumes or smoke from a nearby accident or fire may enter the facility. (Sometimes the best course of action to take is to not evacuate but to prevent entry of smoke and fumes through mechanical means – Shelter-In-Place).
- Whenever emergency response authorities believe it is necessary to do so.

10.23.3. Authority to Evacuate

When the need to evacuate the building arises, the decision to evacuate will be made by the Library Director or, in the absence of the Library Director, the most senior staff member or volunteer on site. The person making the decision to evacuate shall act as the Incident Commander (IC) for that incident, for the duration of the evacuation or until they hand off or are relieved of the responsibility. This person shall be designated as the Incident Commander (IC).

The IC will make the decision to evacuate with help from the Police or Fire Department.

The IC's responsibilities will be (IC may delegate if needed):

- Decide if the library needs to be evacuated or if the library should shelter in place.
- Make the final decision regarding allowing people to return to the buildings, or have them sent home depending on the event.
- Be the official contact person for the Law enforcement or Fire incident commander to contact.
- The IC can coordinate contacts to the media.
- Notify any other organizations in the building of evacuations and medical emergency events that are happening within the building.

10.23.4. Evacuation Guidelines

Total Evacuation

The need for a total evacuation of the building should be evaluated on a case-by-case basis. In some events, the protection of the employees, volunteers and citizens within the building may be better served by keeping them in place. Below are some examples of times when the entire building may be evacuated.

- Law Enforcement or Fire Incident Commanders order the full evacuation of the building.
- In the event of a major fire or earthquake, where substantial structural damage has been done to the building, a complete evacuation will be necessary.
- After a bomb has been detonated and there is significant structural damage, poor air quality created by the blast or the possibility of another device being present.
- Intentional or accidental release of air borne hazardous chemicals.
- After a fire event, that has compromised the quality of the air space throughout the entire building.

Partial Evacuation

The need for a total evacuation of the building may not always be necessary and in some cases can actually put people in more risk than if they remain in place. Some points to consider when making the decision to do a partial evacuation instead of a total evacuation are:

- Magnitude or size of event
- Potential impact of the event
- Area affected
- Likely duration of the event
- The people evacuated in a designated area without taking them through harms way

The decision whether to do a total evacuation or a partial evacuation should take into account the consideration of employee, volunteer and citizen safety and business impact. Examples of when a partial evacuation may be appropriate:

- The event is isolated to one particular area of the building. The potential for the event spreading is unlikely.
- A hostage act is occurring and evacuation of the total building would place people in more danger than keeping them in place.
- A small fire has occurred and been extinguished with minimal damage and no air quality issues would affect the rest of the building.
- A hazardous chemical release has occurred outside the building making it unsafe for people to leave. In place sheltering would be appropriate.

Procedures for Evacuation

Follow these procedures when an event occurs that calls for either a total or partial evacuation of the building.

- Employee, volunteer or citizen notifies the Library of an incident that may require evacuation of the building.
- Emergency Responders are notified.
- The Library Director assesses the situation and removes employees, volunteers and citizens from the immediate danger.
- The Library then notifies the Gold Beach Police of the need for evacuation of the building.

- IC then decides which type of evacuation (partial or total) would be appropriate for the occurring event.
- Use a verbal announcement to notify employees, volunteers and citizens that an evacuation is in progress.
- If a partial evacuation, the IC should notify other employees, volunteers and citizens of the building (if any) of the circumstances.
- Building monitors will perform assigned duties and report to the IC.
- Employees, volunteers and citizens are evacuated to designated evacuation areas. A designee, usually another library staff member or volunteer will take roll and report to the IC.
- IC performs assigned duties until event is over or relieved.

Evacuation Message

There is an emergency in progress. Please evacuate the Curry Public Library immediately.

10.23.5. Gathering Locations

Total Building Gathering Location(s):

- Library Parking Lot
- Buffington Memorial Park
- Grizzly Mountain Road (above the library in the case of a tsunami)
- Fourth Street via wetlands trail

Duties of Employees and Volunteers During an Evacuation

- Any employee or volunteer that may have a visitor with them during the event will escort them out of the building during the evacuation.
- All employees and volunteers will assist in helping to notify any disabled person of the need to evacuate the building.

10.23.7. General Rules to Follow During an Evacuation

- Stay calm
- Secure cash/important documents
- Collect personal valuables
- Close all doors unless it is a bomb threat
- Evacuate using posted emergency routes, unless instructed otherwise by a floor monitor
- Go directly to designated gathering area

Duties of Building Monitors During an Evacuation

Building monitors will do a sweep of their assigned areas making sure that all people have evacuated the area. Building monitors will notify emergency responders of any rescues that need to be completed. Building monitors will then take roll of the employees, and volunteers that are present and report to the IC. All employees and volunteers shall be accounted for.

10.23.10. After Hours Responsibility

In the event of an emergency after business hours, the Library Director and members of the Library Board should be contacted immediately.

10.23.11. Specific Hazard Response Procedures

Bomb/Chemical/Biological Threat

a. General

The majority of threats are received by means of the telephone. The fact that a person calls could indicate that the threat is a hoax or that they do not intend anyone to be injured. Someone who would place a destructive device with the intent to injure probably would not call to warn the prospective victims. It is important that each employee and volunteer be aware of the possibility of significant threats and should take each occurrence seriously.

b. The Perpetrator's General Purpose for Making Threats

The two most common reasons for significant threats are:

- The caller has definite knowledge or believes that an explosive, chemical or biological device has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the originator or just someone else who has become aware of such information.
- The caller wants to create an atmosphere of anxiety and panic, which will possibly result in a disruption of the normal activities at the reported location.

c. Employee and Volunteer Responsibility

If you receive a threatening call, notify local law enforcement (911) as soon as possible. Follow the directions of law enforcement. If an evacuation is to be conducted, as determined by law enforcement personnel, building monitors shall insure that all employees, volunteers and citizens evacuate the building.

d. Receipt of Significant Threat

If you receive a threat, it is important to have the caller stay on the line as long as possible and to obtain as much information as the caller will provide. The information obtained will greatly assist safety and law enforcement officials in evaluating the seriousness of the call and possibly reduce personal injury and property damage.

Do not leave your work site or start conversations that may lead to panic among your fellow employees, volunteers or citizens. In all discussions regarding the threat, do not use the word "BOMB". The use of this word may cause unwarranted panic, which could lead to injury of your fellow employees, volunteers or citizens. Refer to the threat as a DEVICE.

e. Evacuation

The decision to evacuate will be made by the Incident Commander after consulting with emergency responder personnel – (Law Enforcement, Fire Department).

Consideration for the evacuation decision:

- Two to five percent of all actual devices are preceded by an actual threat.
- Ninety percent of the calls received are general in nature and no device is ever found.
- Ten percent of the calls are specific and usually give the location of the device.

If an evacuation is ordered employees and volunteers shall immediately:

- Leave the building in a calm, safe manner and assemble as directed by the Incident Commander.
- Take with them any personal items they need.
- Conduct a very quick visual check for any suspicious objects or anything out of the ordinary and report it to the Building Monitor.

- The Building Monitors will work with the Police and Fire Departments to insure no unauthorized personnel re-enter the building.

f. Notification of Evacuation

Notification to evacuate the building shall be by physical contact, by voice, by intercom or phone. Do not use radio or cell phone communications.

g. Threat Device Search

A search of the facility must be made whenever a threat is received. The type of search or evacuation to be made can be either total or partial. Law enforcement and fire officials will make the decision as to the type of search or evacuation on the scene.

Upon arrival, the Law Enforcement Bomb Squad/Fire or HazMat teams shall become joint Incident Command. All employees and volunteers shall follow their direction.

If a device is found, the location of the device shall be noted only. The device is not to be touched or moved by any library personnel for any reason.

Earthquake

a. General

Earthquakes occur without warning and can be of any magnitude. They can be very frightening. The damage done by an earthquake generally encompasses most of the scenarios addressed in this procedure (medical emergencies, fires, hazardous material, etc.).

b. Preparation for an Earthquake

It is the responsibility for all employees and volunteers to insure that their immediate work area is kept in a clean, orderly manner with all material secured that can potentially become dangerous during an earthquake.

Therefore, in preparation for a possible earthquake, all employees should:

- Mentally prepare themselves for an earthquake disaster.
- Identify safe locations: under sturdy tables, desks, or against inside walls.
- Identify items to fix: Tall bookshelves and file cabinets that are not secured, light fixtures that are not supported by diagonal wires, etc. (these items should be reported to Facilities Maintenance or your safety committee representative for repair)
- Practice your plan. All employees and volunteers should develop a plan for their immediate work area (i.e. where to duck and cover, etc.)

Outside safe locations include open areas away from buildings, trees, light poles and overhead electric wires.

c. During the Earthquake

It is important for all employees and volunteers to know how to respond properly to an earthquake in order to minimize panic and confusion. Normal emergency response systems will generally be overloaded in the event of a significant earthquake. As discussed below all employees must plan to be self reliant in the early stages of the emergency.

The following are basic actions to follow during the shaking, regardless of where you are when the earthquake hits:

- Remain calm. Earthquakes can be very frightening. Remaining calm will make it easier to respond appropriately.
- If you are indoors, stay there. **DO NOT RUN OUTDOORS.** Most deaths and injuries occur as people leave buildings. All employees and volunteers should get under a desk or table or stand in a corner of an interior wall. In a significant earthquake, movement will be very difficult. If you cannot get under something sturdy, duck and cover your head with your hands. **STAY WHERE YOU ARE.**
- If you are outdoors, get into an open area, away from trees, buildings, walls and power lines.
- If you are indoors, stay away from windows and outside walls.
- When driving, pull over to the side of the road and stop; but not under overpasses or power lines. Remain inside the vehicle until the shaking is over.

d. After the Earthquake/Aftershock

After the shaking has ceased, the following actions shall take place:

- Be aware of damage that may have occurred.
- Check for persons remaining in your area.
- Begin planning the evacuation procedures.

e. Event Evaluation

If an event occurs and the results of the inspections indicate damage to the facility or its contents, the following shall occur:

- All Building Monitors should remain in their areas of responsibility, assisting any injured personnel, and rendering first aid as needed. The Building Monitors should also check with citizens in the facility to see if they require assistance. Seriously injured persons should not be moved unless they are in danger of further injury.
- The evacuation shall take place in concurrence with the Curry Public Library evacuation procedures. When employees and volunteers evacuate the facility, they should be watchful for objects that may fall off the outside of the building such as pieces of concrete or window glass. If significant damage to the structure has occurred, the building should not be re-entered until inspected by a building inspector, structural engineer, or other authorized persons.
- If an employee or volunteer or their visitor is unaccounted for, the Incident Commander may direct a search and rescue of the facility.

All employees and volunteers should be prepared to assist as necessary. While employees and volunteers are not expected to take on any tasks, which may endanger their safety, they may assist with first aid, to the level of their training, and with other tasks as directed by the Incident Commander.

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Fire and Smoke Emergency

a. General

Fires in buildings produce extreme heat and toxic gases and smoke. Most deaths are directly attributed to the inhalation of the gases and smoke. Even small amounts of gases and smoke can be fatal and must be avoided.

b. Fire Scene Priorities

- Upon observance of any fire or smoke conditions in the facility, employees must report the condition to 911 first.
- Evacuate – Remove anyone in immediate danger.
- Report – Notify (Name, Title)
- Confine – Close off room/area burning.
- Evacuate – Follow the Curry Public Library evacuation procedures. Depending on the size and type of the fire, the Incident Commander may order an evacuation. STAY LOW (crawl if necessary), to avoid breathing the smoke. LIFE SAFETY IS ALWAYS THE NUMBER ONE PRIORITY

Medical Emergency

a. General

Medical emergencies are the most common event that faces employees. Being prepared for the event is the key to a quick response to the problem. Heart attack, stroke or any other life threatening event need immediate attention so preplanning is a must for all employees.

b. Procedure

- Check the area that you find the sick or injured person to make sure it is safe for you to enter.
- Call for a coworker or volunteer to come and help.
- Assess the persons condition (Air way open, breathing, bleeding, circulation)
- Call for paramedics **911**.
- Notify the Library Director of the event.
- Send someone to meet the Paramedics.

c. Bodily Fluid Spills

- Only employees trained to clean up biohazard spills are to clean up any blood or other body fluid spills.
- Notify the Library Director of the body fluid spill.
- Report all exposure to blood or body fluids containing blood to the Library Director. Document the exposure route and try and identify the source individual.

10.23.12. Training

All employees and volunteers will be trained on the procedures to follow when an emergency situation arises at Curry Public Library from a fire, natural disaster or when an event of workplace violence occurs. Building Monitors and potential Incident Commanders will receive additional training besides the general training that all employees and volunteers will receive. Whenever changes to the Emergency Plan occur employees and volunteers will be provided with information and training on the changes.

The Library Director will conduct the employee and volunteer training. Each employee and volunteer attending a training session shall sign a form acknowledging the receipt of training that will be placed in the volunteer or employee's personnel file.

10.24. Loss Prevention Plan / Safety and Health Program

The safety and health of all workers/employees is a shared goal of all who work for the Curry Public Library District. The District's policy is that managers, supervisors, and all other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The District has a staff safety officer and holds quarterly safety meetings. The goal of the safety officer is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the District's safety program.

The District expects all management and hourly employees to focus on the following:

- Striving to achieve zero accidents and injuries.
- Taking reasonable steps to improve safety and health rules.
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- Identifying reasonable and appropriate mechanical and physical safeguards.
- Conducting reasonable safety and health inspections.
- Training workers as needed in safe work practices and procedures.
- Reporting hazards, unsafe work practices, and accidents.
- Assisting in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- Supervising workers in safe work practices.
- Enforcing applicable safe work rules.
- Disciplining workers that fail to work safely.
- Participating in and supporting safety committee activities.
- Reviewing the District's safety and health program annually or as needed.

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.