

Safety in the Library



New Hampshire Library Trustees Association

To serve, improve and promote New Hampshire public libraries.

25 Triangle Park Drive - Concord, NH 03301

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Presented by:
Steven Goldman, Ed. D.

- President, Steve Goldman Associates
- Chelmsford MA
- Steve@SteveGoldmanAssociates.com
- www.SteveGoldmanAssociates.com

Purpose of the Presentation

- To familiarize attendees with basic Library workplace safety and response issues
- To provide guidance to complete and customize an “Employee Emergency Procedures” template.

Agenda

- Welcome
- Emergency Procedures Manual
- Specific Threats Response
- Resources
- Next Steps
- Questions
- Adjourn

Disclaimer

- The information herein is generic and must be verified/approved by your individual circumstances and/or by your local emergency response officials.
- Final revisions, approval, and implementation are responsibility of the Library

Acknowledgements

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Documents

Available for download from the MA Libraries System web site:

<http://www.masslibsystem.org/continuing-education/mls-ce-handouts/>

- *Library Employee Emergency Procedures Template*
- Instructions on how to complete the *Library Employee Emergency Procedures Template*
- Other good documents!

Emergency Procedures Manual Contents

- General Information
- Acknowledgements
- Library Director Responsibilities
- How to Report an Emergency
- My Building or Area's Emergency Information
- Emergency Contacts
- Evacuation Assembly Areas
- Dealing with News Media and Public Inquiries
- Specific Threat Response
- Sources of Information; Additional Resources

Privacy of Information

- Assume that the Emergency Procedures manual will become a public document!
- If you don't want certain information made public, do not put the information in the document!
 - Home addresses and telephone numbers
 - Silent or intrusion alarms
 - Panic buttons
 - Confidential information

Specific Threats Response

- How to Report an Emergency
- Bomb Threat
- Contamination: Chemical, Biological, or Radiological
- Evacuation and Assembly
- Fire
- Lockdown
- Lockout
- Medical Emergency
- Natural/Weather-related Events
- Sabotage/Vandalism
- Suspicious Package or Mail
- Unruly Patron
- Workplace Violence; Active Shooter

Sources of Information: Additional Resources

Download the following from the Internet:

- “*How to Plan for Workplace Emergencies and Evacuations*” U.S. Department of Labor, Occupational Safety and Health Administration
- “*Active Shooter: How to Respond*” U.S. Dept. of Homeland Security
 - Booklet; Pocket Card; Wall Poster
- US Postal Service Suspicious Packages poster

Police – Library collaboration

Work with your police department prior to an emergency

- Police review of your “Employee Emergency Procedures”
- Building safe area and assembly area review
- Bomb search guidance
- Attend/co-conduct employee training
- Attend/co-conduct employee drills
- Visit the 911 center if possible
- Develop and maintain valuable contacts!

Next Steps

- Download the Manuals and other documents
- Develop and customize the Procedures
- Print and distribute the Procedures
- Conduct employee training
- Conduct drills
 - Fire/Evacuation/Assembly drill
 - Lockdown drill
 - Communications drill
- Develop your Library Crisis Management Plan
 - Policy and Plan
 - Organization and staffing
 - Coordination with response agencies
 - Continuity of operations; Recovery
 - Loss of building; loss of computer network
 - Pandemic; workplace violence
 - Communications
 - Internal, city/town, external
 - Training and drills

Thank you!

Questions or Comments? E-mail Dr. Steve at Steve@SteveGoldmanAssociates.com