

**SINCLAIRVILLE FREE LIBRARY
DISASTER POLICY**

FIRE

CALL 911

DO NOT PANIC, STAY CALM
EVACUATE THE BUILDING IMMEDIATELY
TELL OCCUPANTS TO MEET IN THE BACK OF THE PARKING LOT

HEALTH EMERGENCIES

CALL 911

STAFF SHOULD USE THEIR OWN JUDGEMENT TO DO WHAT IS PRUDENT AND
REASONABLE KEEPING IN MIND THE POTENTIAL LIABILITY

KEEP SUBJECT SAFE AND COMFORTABLE UNTIL PROFESSIONALS ARRIVE

DO NOT ADMINISTER ANY MEDICATION (INCLUDING ASPIRIN AND TYLENOL)

BOMB THREATS

WRITE DOWN EVERYTHING SPOKEN BY THE CALLER

IF CALLER DOESN'T INDICATE THE LOCATION OF THE BOMB OR THE TIME OF
DETONATION, **ASK FOR THE INFORMATION.**

LISTEN TO VOICE FOR GENDER, ACCENTS AND SPEECH IMPEDIMENTS OR ANY
IDENTIFYING CHARACTERISTICS

STAY CALM AND EVACUATE THE BUILDING AND GET FAR AWAY AS FAST AS
POSSIBLE

CALL 911

TORNADO

AS MANY AS CAN SHOULD GO INTO THE RESTROOM. IF ALL DON'T FIT, GET AS
FAR AWAY FROM WINDOWS AS POSSIBLE AND GET UNDER A STURDY TABLE OR
DESK.

SNOW STORMS

THE LIBRARY WILL FOLLOW THE RECOMMENDATIONS AND ACTIONS OF THE
CHAUTAUQUA COUNTY SHERIFF'S DEPARTMENT OR THE DISCRETION OF THE
BOARD PRESIDENT.

Reviewed and Approved 9/28/16