

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Emergency Response and Procedure Facility Issues Policy

I. *Facility Issues:*

A. During library hours:

- In cases of flood, fire, and other dangerous conditions securing the safety of staff and others is the main priority.
- In some cases, the Library Director or his/her designee must stay with the facility until appropriate help arrives.
- The Library's staff may need to respond to alarm systems that would indicate a fire or another type of emergency. It is important that all staff know how to call 911. **Calling 911 must be the first step taken.** The following procedure outlines the best actions to take to protect staff and public and to protect or minimize the Library facility from damage.
- Once the library has been evacuated, The Library Director or his/her designee should not stay alone in the facility but rather he/she should wait in a safe place until appropriate help has responded i.e.: fire and police, etc.
- Once all library patrons and staff are outside and have congregated at the designated outside location, the Library Director or senior-staff must make sure that all staff and known patrons are in attendance.
- It is not advisable to enter an area of flooding or other dangers, no matter the outcome to the facility or financial concerns.
- If the Director is not present at the time, he/she should be contacted by the senior-staff-in-charge immediately for action and or advice.

B. Before/After library hours:

If the contracted alarm company (**Tyco Integrated Alarm System**) receives signals from the Mount Olive Public Library for either a fire alarm or a security breach, the Director may be contacted in addition to the fire and police department.

- The Library Director must work with the appropriate contacts to address the emergency by using the *Emergency Contact Information Sheet* (Attachment A).
- The Director must inform the President of the Board of Library Trustees; if the President of the Board of Library Trustees is not available then the Vice President of Board of Trustee Committee must be contacted.
- It is the responsibility of the President of the Board of Trustee or his/her designee to inform the rest of the Board of Trustee Members of any situation that arises and how the situation is being handled.

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- This information should be disseminated within twelve to twenty-four hours of the situation's onset.

II. Fire Alarm

- If the fire alarm sounds, there may be a fire.
- The Alarm Monitoring Company (**Tyco Integrated Alarm System**) will immediately contact first the Mount Olive Fire Department and then the Library Director or the designated staff member.
- The Library Director or the designated staff member will need to return to the Library to make contact with the Fire Department personnel on call and/or other official officers, to secure the facility and to assist with assessing the damages and to make arrangements for securing the facility, decide what, if any, services can be provided to patrons, and to plan the actions required. Fire Department personnel are helpful and will take charge of identifying the cause and assessment of damages in case of a fire.
- If it is determined that the alarm was, in fact, not a fire, the Library Director or the designated staff members must immediately contact the alarm company to assess why the alarm was falsely tripped. There may be something wrong with the system that will need to be repaired and prevent future false alarms.

III. Security Alarm

- If the security alarm is tripped, it could mean a number of things:
 - Actual security breach has occurred
 - Loss of power
 - System malfunctioned
 - Human error when entering leaving the facility.
- The Alarm Monitoring Company will immediately call the emergency dispatch department of the Mount Olive Police Department and then will contact the Library Director or the assigned senior staff member. Communications over the phone will help in determining why the alarm was tripped.
- The police will communicate what was found after visiting the property.
- If the facility is secure, the Alarm Monitoring Company can reset the alarm remotely. If there is any doubt about the facility condition, the Library Director or the assigned senior staff member will need to return to the library to assist police in deciding if the facility is secure and in proper order.
- The security alarm system will then need to be reset manually.
- If a break-in has occurred, police and the Library Director or his/her designee will work together to decide how best to secure the facility and what action must be taken.