

# Mount Morris Library

121 Main Street  
Mount Morris, New York 14510

## Disaster Response Policy

### Fire

Do not panic, but assess the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely, proceed to do so. However, if there is any doubt about whether the fire can be controlled, call 911 and then clear the building.

The time to think about fire is before it happens. Familiarize yourself with the location and functionality of the fire extinguishers in the building.

### Health Emergencies

Staff members should exercise caution when administering first aid because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Staff members must use their own judgment to do what is prudent and reasonable. 911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

### Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, call the police. Clear the building.

### Snow Storms

The Library will follow the recommendation and action of the municipality. Closing will be at the discretion of the Library Director.

*Adopted and Approved by Mount Morris Library Board of Trustees – October 2016*  
*Updated and Approved – December 6, 2021*