**EMERGENCY PROCEDURES**

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**Revised 2015**

**Palmetto Archives, Libraries, and Museums Council on Preservation**

**(PALMCOP)**

**INFORMING THE PUBLIC and/or PRESS**

In the event of a disaster or crisis in our institution, no one other than who is authorized to do so should speak with the public and/or press about the incident. (This is to make sure that only the correct information gets out.) The office below is to be contacted:

Name:

How to Contact:

If the primary contact above is not available, try:

**Remember**: It is important that no one speaks to the media about any events in our institution unless we have been authorized to do so. If asked questions, say you’re not the right one to speak to, but to speak with the person listed above.

**INFORMING THE PUBLIC/PRESS**

**Medical EmergencY**

*Specifics:*

This is the policy we follow in our institution:

Our First Aid Kits are located:

#### Telephone numbers:

***General rules to remember in a medical emergency:***

1. ***Unless it is a life-threatening situation, do not attempt to render any first aid yourself before trained staff or paramedics arrive.***
2. Do not attempt to move a person who has fallen and who appears to be in pain.
3. Avoid unnecessary conversation with, or about, the ill or injured person. Some people may react adversely to what you say. Limit your communication with the ill or injured person to quiet reassurances. Keep bystanders as far away from the injured person as possible.
4. Do not discuss the possible causes of an accident or any condition that may have contributed to the cause. Do not apologize or accept any responsibility for the accident or condition.

**MEDICAL EMERGENCY**

**EXPLOSIONS & RANDOM ACTS OF VIOLENCE**

#### *Specifics:*

#### This is what to do in our institution:

#### Telephone numbers:

***General rules to follow after an explosion:***

In the event of an explosion without warning or one that is the result of a mishap, take the following immediate actions:

1. Since one event can be followed by another, stay alert. There may be more danger yet to come.
2. For protection, consider crawling under a table or desk and remain there for at least 60 seconds.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. If evacuation is ordered, go to the place designated. Make sure all staff and patrons are accounted for. Don’t forget disabled people who may need your help in exiting. Do not move seriously injured persons unless they are in obvious, immediate danger (building collapse, fire, etc.) Once out, keep as far away from the building as possible.
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators; save the heroics for those properly trained.
7. Do not use matches or lighters. Sparks might trigger explosions.
8. Avoid using telephones and hand radios. Again, electrical sparks, or signals could trigger other bombs.

**EXPLOSIONS & RANDOM ACTS OF VIOLENCE**

**FLOODING & WATER DAMAGE (Burst pipes, leaks, storm damage, clogged drains, etc.)**

*Specifics:*

*This is what to do in our institution in case of water intrusion:*

#### Telephone numbers:

Where needed materials are stored:

Water turn off:

***General rules to follow in a water emergency:***

1. Notify the proper authorities/response personnel.
2. If there are electrical appliances or electrical outlets near the leak, use extreme caution until the power is turned off. If there is any possible danger, evacuate the area.
3. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.) do so cautiously.
4. Be prepared to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage. You can cover large objects with plastic sheeting, and/or carefully move small or light objects out of the emergency area if confident that you can move them safely.

**FLOODING & WATER DAMAGE**

**CHEMICAL SPILL AND FIRES**

**If a chemical *spill* occurs:**

1. If toxic chemicals come in contact with your skin, remove affected clothing and immediately flush the affected area with clear water. The best way to wash off in our building is:
2. Notify:
3. If there is any possible danger, evacuate the area. If the chemical is a potential hazard to the air conditioning and heating system, take the appropriate action to shut down the system this way:

**If a chemical *fire* occurs:**

1. Notify:
2. If the fire is small, attempt to put it out with an *appropriate* fire extinguisher. Do not jeopardize your personal safety. The Extinguisher(s) is/are located
3. Never allow the fire to come between you and an exit.
4. If possible, notify your supervisor of the location and extent of the fire.
5. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you if possible, to confine the fire. Go to a designated area, as far away from danger as possible.
6. Do not break windows. Oxygen feeds on fire.
7. Life is most important. Help the disabled and others. Do not attempt to save possessions at the risk of personal injury.
8. Do not return to the emergency area until instructed to do so.

**CHEMICAL ACCIDENTS**

**PHONE THREAT, MAIL THREAT, SUSPICIOUS OBJECT**

*Specifics:*

#### Contact:

**If you receive a telephone threat:**

1. Listen carefully. Try to keep the caller talking, so you can gather more information.
2. Notify If possible, signal a colleague to contact for you; or call as soon as the caller hangs up.
3. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
4. Do not discuss the threat with anyone else.
5. If evacuation is ordered, go to a designated area, as far away from danger as possible. Make sure staff and patrons come with you.

**If you receive a written threat or suspicious parcel, or find a suspicious object on the premises:**

1. Keep anyone from handling it or going near it.
2. Notify
3. Do or Do Not call police yourself. If you don’t call police, do this:
4. Promptly write down everything you can remember about finding or receiving the letter or parcel. This will be needed by security and police interviewers.
5. Do as directed. If evacuation is ordered, go to a designated area as far from danger as possible.

**PHONE & MAIL THREATS; SUSPICIOUS OBJECTS**

**POWER LOSS**

*Specifics:*

In our institution, this will happen when the power goes out*:*

#### Flashlights are kept:

*In General:*

1. Remain calm; announce yourself to other staff and patrons.
2. Provide assistance to visitors, volunteers, and staff in your immediate area by directing them to a pre-designated safe area or by doing this:

Don’t let patrons go down dark stairs by themselves. If you can open blinds, etc., open windows to let in light, do so.

1. If you are in an unlighted area, proceed cautiously to an area that has emergency lights. Do not bring along personal belongings; walk slowly, feeling your way cautiously. Listen for other people and sound cues.
2. If you are in an elevator, stay calm. Use the intercom or emergency button.
3. If instructed to evacuate, go to a designated area.

**EARTHQUAKE:**

1. Stay inside.
2. Watch for falling objects.
3. Crawl under a sturdy table or desk, or stand in a non-glass doorway. Get a solid wall between you and walls with windows and glass doors.
4. Stay clear of windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be alert for gas leaks, live wires, flooding etc.
6. Remain in the protected area until it is safe to leave, or you are directed to. Aftershocks may follow.

**POWER LOSS & EARTHQUAKE**

**THUNDERSTORMS & TORNADOES**

*Specifics:*

This is what to do:

Flashlights located:

Battery – powered radio located:

***General rules to follow in these situations:***

1. Stay away from exterior walls and glass. If possible, back up computer files.
2. In a tornado, crouch along interior walls & cover your head. Interior rooms with no windows are safest.
3. Stay off the elevators. Use the telephone and cell phones only for emergency purposes
4. Do not leave secure areas until instructed. In helping patrons to move to designated areas before or after the storm or a tornado, be polite, but firm. Warn them of danger. *If they refuse to comply, leave them.*
5. See sections on power loss, and flooding and water damage.

**WINTER STORM**

1. Winter storms generally come with broadcast warnings. Stay tuned via radio, television, or the Internet weather sites.
2. Back up computer files before leaving.
3. Mark the least dangerous access and exit routes to your building. Beware icy staircases, walkways, etc.
4. If frozen pipes are a possibility, take all precautions to avoid them by draining water, leaving on, or by doing this:
5. See sections on power loss and water damage.

**TORNADO, STORMS & WIND**

**FIRE**

*Specifics:*

Contact:

Do this:

Fire extinguishers are here:

We have this type of fire-detection and suppression system in our building:

How to contact those responsible for system(s):

***General rules to follow in case of a fire:***

1. Call Give your name, location, the type and/or cause of the fire, and whether emergency medical help is necessary. If the fire is small, you can attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety. The closest extinguishers to this department is
2. Never allow the fire to come between you and the exit.
3. Disconnect electrical equipment that is on fire if it is safe to do so (throw circuit breaker. The circuit breakers are located:
4. Evacuate the area if you are unable to put the fire out. Close but do not lock doors behind you if possible, to confine the fire. Go to a designated area as far away from danger as possible.
5. Do not break windows. Oxygen feeds a fire.
6. Do not open hot doors. Before opening any door, touch near the top. If it is hot, or if smoke is visible, do not open the door.
7. Do not use elevators.
8. Do not attempt to save possessions or collections at the risk of personal injury.
9. Do not return to the emergency area until instructed to do so.
10. All fires, no matter how small, must be reported.

**FIRE**

**EMERGENCY EVACUATION PROCEDURE**

**When you hear the evacuation alarm or are told to evacuate the building:** *(Specifics:)*

Do this:

Evacuation diagrams are posted:

***General rules to follow in evacuations:***

1. Immediately shut down all hazardous operations (equipment in use, etc.) by
2. Leave quickly.
3. As you exit, quickly check nearby restrooms, copier rooms, and other areas for patrons and staff.
4. Accompany and help disabled personnel, visitors, and any co-worker who appears to need calm direction or assistance.
5. Take with you: your keys, purse, briefcase, etc. Do not take large or heavy objects.
6. Shut all doors behind you as you go; closed doors can slow the spread of fire, smoke, and water.
7. Proceed as quickly as possible, but in an orderly manner. Hold handrails when you are on the stairs.
8. Once out of the building, move away from the structure and go to the staff designated area. *Keep roadways free for emergency vehicles.*

**EMERGENCY EVACUATION PROCEDURE**

**MAP EMERGENCY EXITS MAP**

**This chart was reproduced by the Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP), based on its original chart. Revised May 2015**

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