

EMERGENCY RESPONSE POLICY

Driftwood Public Library Lincoln City, Oregon

In the event of an emergency situation in the library facility, library staff will inform the public, Public Safety Agencies, the Library Director, and City Administration. City evacuation procedures will be followed immediately in the event of a fire or other disaster. Staff will escort the public from the facilities and remain with the public a safe distance from the building to insure their safety and to prevent anyone from re-entering the building until the emergency has been resolved and the building declared safe for public use. Evacuation directions are posted next to the staff bulletin board at the front desk. Those in the south end of the library may be evacuated to the rooftop parking lot and away from the building if the situation requires.

Library staff is directed to inform the Lincoln City Police Department and City Administration immediately should a situation involving violence, or the threat of violence arise. They will evacuate the public from the library if at all possible. Library staff are not trained mediators, counselors, or medical personnel and will contact Public Safety agencies as the situation may require. Every attempt will be made to keep the public safe from harm if reasonable action on the part of the library staff will create a less dangerous situation. Since there is no way to predict individual behavior in a public setting, library staff is directed to be prudent and avoid confronting a violent person or persons.

Library staff is also directed to inform the Library Director or City Administration if a person enters the library under the influence of alcohol or drugs, or carrying an open container of an alcoholic beverage. In accordance with [Oregon Revised Statute 166.370](#), weapons (other than ordinary pocket knives) are not permitted in the library except in the possession of Public Safety personnel and persons licensed to carry concealed handguns.

Reviewed by the Driftwood Public Library Board March 7, 2005