

Westhampton Public Library

Emergency Plan

The Westhampton Public Library aims to make the library as safe as possible for staff, volunteers, and patrons. In the event of a dangerous or threatening situation, staff and volunteers are advised to enter the director's office and lock the door. 911 can be dialed from the phone within the director's office. Three phones are located throughout the building at the main desk, community room kitchen, and director's office.

If patrons are present in the building when such a situation occurs, patrons can be guided out of the building in several ways. Patrons may be evacuated through the side door of the community room which will lead into the parking lot. Patrons may be brought through the director's office or through the children's and YA rooms to exit on the side door by the Judd Room. Alternately, patrons may leave through the main door, if able.

In the event that Hampshire Regional High School has ordered a shelter in place, patrons, staff and volunteers are advised to lock the main entrance and find a safe spot within the building that can be locked from inside. Staff may lead patrons into the basement electrical room which can be locked from all entrances.

In the event of inclement weather, patrons, staff, and volunteers may find shelter in the library basement, or upper floors depending on the danger.

Voted to accept June 14, 2018