**Prevention and Preparedness**

**Four Simple Things I Can Do *Now***

1. Building exterior and library grounds (example: trim bushes, clean gutters)
2. Building housekeeping and layout (example: proper flammable storage, move shelf to improve sightlines)
3. Building maintenance and repair (example: add smoke alarms, HVAC tune-up before winter)
4. Staff training or information (example: post an emergency call list, revise building closing procedure checklist)