

Claverack Free Library

Emergency Procedures – Disaster Plan

Adopted: February 2014

In order to insure the safety of patrons and staff, the Board of Trustees of the Claverack Free Library, under section 262 of the New York State Education Law, has established the following rules for use:

Disaster Plan

Preparation:

- Keep the Disaster Plan available in appropriate locations.
- The staff and Library Director need to be aware of its location and contents.
- Review and update the Disaster Plan regularly. (Names, addresses and telephone numbers of personnel, service providers and government officials)
- There are no internal fire doors requiring closure.
- Maintain fire alarms, fire extinguishers, first aid kits, etc.
- Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
- There are no fire/waterproof areas to, for example, store valuable records/materials.
- Keeps storage cabinets doors/drawers closed when not in use.
- Keeps window sills clear should they be needed as an escape route.
- Maintain a disaster kit and update the emergency supply inventory 2 times a year. It should include:
 - First Aid Kit
 - Disposable rubber/latex gloves
 - Battery powered radio
 - Flashlights
 - Extra batteries (replace semi-annually stored outside of flashlight)
 - Roll of plastic
 - Duct tape
 - Scissors
 - Zip-lock bags
 - Bottled Water
 - Blankets
 - Mops
 - Buckets
 - Large plastic trash can with lid
 - Plastic trash bags to fit can
 - Digital Camera
 - Lysol spray can

FIRE

1. Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire.
2. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire.
3. If fire is detected, a staff member should call 911. When possible, a staff member should check to make sure everyone exited the building.
4. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are located in the following locations:
 - a. On the wall to the left of the door entering the Children's room
 - b. On the wall to the left of the door entering the stacks
 - c. Downstairs in the hall at the bottom of the stairs.
5. Evacuate to the front of the building.

POWER OUTAGE

1. CLOSE THE LIBRARY TO THE PUBLIC.
2. Assist patrons in evacuating the building. Check all bathrooms to make sure patrons are not trapped inside without light.
3. Turn off all light switches.
4. A flash light is hanging from drawer on check out desk.
5. Call National Grid. Phone number: 1-800-867-5222
6. If the Library Director is not in the building, call the Library Director to advise the situation.

NO WATER

1. CLOSE THE LIBRARY TO THE PUBLIC.
2. If the Library Director is not in the building, call the Library Director to advise the situation. The Library Director will make the decision on emergency closings (snow,

building problems, heat, air conditioning, etc.) The Library Director must authorize the expense of building repairs.

3. The library has town water. Keep bottled water in basement for emergencies, such as a boil water alert.

NO HEAT

1. CLOSE THE LIBRARY TO THE PUBLIC.
2. If the Library Director is not in the building, call the Library Director to advise the situation. The Library Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.) The Library Director must authorize the expense of building repairs.
3. The Library has a maintenance contract with Valley Oil for the boiler, located in the basement. In case of no heat, press restart red button ONLY ONCE. If the boiler or furnace does not start up, call Valley Oil for service.
4. Phone # 518-851-3921

HEALTH EMERGENCIES

1. The 911 emergency number should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.
2. First Aid supplies are located behind circulation desk.

BOMB THREATS

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message and try to write down every word spoken by the person.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
4. 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.

5. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
6. Immediately after the caller hangs up, call 911.
7. Clear the building.
8. The police will handle the actual bomb search.

WATER DAMAGE

If the Library Director is not in the building, call the Library Director to advise the situation.

1. In an emergency, if there is an immediate water leak which will cause damage, if possible, turn off the main water valve and the circuit breaker marked for the pump. Call the plumber, Leon Cook: 518-851-2299
2. If there is a flood, remove Library materials from lower shelves first. Move books to dry area.

NO PHONES

If problems occur with the phone network, advise the Library Director.

Contact: Earthlink Business 1-800-962-2488

NO INTERNET

If problems occur with internet services, advise the Library Director.

Contact: Mid Hudson Cable 518-943-6600

WEATHER RELATED OR OTHER BUILDING EMERGENCIES

1. If the Library Director is not in the building, call the Library Director to advise the situation. The Library Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.) The Library Director must authorize the expense of building repairs.

2. Set up plastic horses to define any area that could be dangerous. If area is icy, spread salt/deicer on area.

Emergency Contacts:

Police Department: 911

Fire Department: 911

Ambulance: 911