

Emergency

Procedure

Policy

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Emergency Procedures

In order to ensure the safety of patrons and staff, the Board of Trustees of the Claverack Free Library, under section 262 of the NYS Education Law, has established the following policy.

Since effective emergency response depends on staying calm, being prepared and knowing what actions to take, the following preparations are critical.

There should be regular review and update of the emergency contact information in the Operations Manual which is stored at the circulation desk. This notebook contains emergency numbers and information regarding the library systems. All staff should be trained to find and use contact information regarding who to contact for a specific type of emergency.

Emergency equipment, such as fire alarms, fire extinguishers and the sprinkler system should be maintained in working condition and inspected in compliance with local ordinances. The Operations Manual should indicate when updates and inspections were last performed and are next due. The first aid kit should be checked semi-annually by staff and the contents updated as needed.

Staff should maintain daily vigilance in keeping access to exits, fire equipment, electrical panels and plumbing valves unimpeded. The regular closing of interior doors when shutting the building is recommended.

To thwart cyber attacks, staff should use strong passwords that are regularly updated and to report any phishing emails and malicious links to the IT group.

In Case of Fire:

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are located in the following locations: upstairs by the front door and rear emergency exit; downstairs by the entrance door and in the mechanical room.

If fire is detected, a staff member should call 911 as the fire alarm is local and will not notify the fire department. The operator will ask for a contact number and should be given (518) 567-5998 (L.D's cell) and the 911 address which is **9 Route 9H, Claverack**.

Evacuate the building. When possible, a staff member should check that the elevator and bathrooms are vacant.

If location of fire allows, evacuate to the parking lot so that individuals visiting the library can be accounted for. Activate the text tree to notify staff and Board.

In Case of a Bomb Threat:

Immediately follow procedures to evacuate the building. This consists of assisting patrons, checking all bathrooms and the elevator.

Contact the police and provide any helpful information regarding the call

Activate the text tree to update staff and Board.

In Case of an Active Shooter:**Run:**

Identify location of threat.

Quickly escape from threat (via stairs, doors, windows, etc.)

Leave belongings behind.

Help others if you are able to do so safely.

Hide:

Block entry to hiding place and lock doors

Hide in area out of the shooter's view

Silence mobile communication devices

Use phone to text 911 (send a "silent call" to 911)

When law enforcement arrives:

Follow instructions

Put down any items in your hands

Keep hands visible

Avoid quick movements

Follow any evacuation instructions

In Case of Health Emergencies:

Call 911 immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Do not move someone with an injury if it can be prevented.

If helpful, use first aid supplies which are located behind the circulation desk.

In Case of Power/Heat/ Water Outages or Water Leaks:

Assist patrons as needed in evacuating the building. Check the elevator and bathrooms to ensure they are vacant. In case of a power outage, turn off light switches and contact National Grid at 1 (800) 867-5222. Provide them with the Director's cell phone number and 5303 Route 9H. (911 address is 9 Route 9H)

- In case of no heat, contact Valley Energy at (518) 851-3921 for service.
- In case of water outage, contact plumber Matthew Shook at 518-567-9388
- In case of water leak, go immediately to the water main in the mechanical room and close the valve on the pipe.(It is labeled.) Place buckets where useful to contain water. Contact plumber at 518-567-9388

Activate text tree to update key individuals.

In Case of Emergency Closing:

If the need arises for the library to close during normal working hours (due to winter weather or utility outages for example), staff will be advised by the Library Director to close the facility and will provide closure information to the public via the website and a sign indicating emergency closure on the public access doors.

Activate text tree to update key individuals.

While this policy cannot address all possible emergencies that may beset the library, keep in mind that staying calm, emptying the building and contacting the appropriate resource for help will likely trigger the needed response.