

Disaster Policy

Listing of people to call in case of a disaster:

Library Director: Renate Goff

Home Phone: (585) 538-9603

Cell Phone: (585)694-9992

Library Board President: Gail Milner

Home Phone: (585) 538-4605

Cell Phone: (585) 313-7975

In the event of an emergency: 911

Emergency Meeting Location:

Following the evacuation of the building, staff and library visitors are to assemble on the sidewalk in front of the building.

Disaster Response Checklist:

- Assess the disaster situation
- Review the written **Disaster Plan**.
- Eliminate hazards
- Assess damage to the collection
- Activate plans for acquiring services, supplies and staff
- Control the environment
- Organize the recovery phase
- Train staff/volunteers to stabilize and recover affected collections
- Supervise activities
- Communicate internally and externally
- Document all activities

Emergency Preparedness:

Emergency supplies that will be kept at the front desk of the library.

- ✓ Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- ✓ Food: at least a three-day supply of non-perishable food
- ✓ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- ✓ Flashlight and extra batteries
- ✓ First Aid kit
- ✓ Whistle to signal for help
- ✓ Dust Mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- ✓ Moist towelettes, garbage bags and plastic ties for personal sanitation
- ✓ Wrench or pliers to turn off utilities
- ✓ Can opener for food
- ✓ Mess kits, paper cups, plates and plastic utensils, paper towels
- ✓ Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.

Employee Evacuation Procedure:

In advance, each staff member and volunteer should:

1. Understand the evacuation plan.
2. Know the way out of the building and to the designated meeting location.
3. Remain calm.
4. Insure that all visitors are evacuated.
5. Check the building, including storage, restrooms, backroom, and office.
6. Accompany and help handicapped personnel, visitors, co-workers who appear to need assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow down the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove.
10. Once out of the building move away from the structure to the designated meeting location. (Sidewalk, north side of the building on.)

Utility Shutoff:

RG&E (Gas):

Gas Emergencies: 1-800-743-1702

National Grid (Electric):

Gas or Electric Emergencies: 1-800-892-2345

Power Outage or Downed Line: 1-800-867-5222

Gas - Shutoff is located on the east side of the building.

Water - Inside shutoff is located on the north end of the cellar.

Electric - Located on east side of the building.

**Breaker
Box -** Located on the east wall of the cellar.

Furnace - Located on the east side of the cellar.

**Water
Heater -** Located on the east side of the cellar.

Disaster Recovery – Salvaging Information:

Points to keep in mind while recovering and salvaging materials:

1. **Time is Critical** – have 48 – 72 hours to stabilize wet material.
2. Try to get assistance from an experienced preservation professional or conservator as soon as possible after the disaster occurred.
3. Lower temperature and humidity to avoid mold and mildew outbreaks. The cooler and dryer environment the better –below 70 degrees Fahrenheit, below 50%Rh. Install fans to circulate the air to prevent stagnant air that promotes mold growth.
4. Protect materials that were not affected by the disaster to prevent additional damage.
5. Avoid damaging materials in the recovery phase. Wet materials are extremely fragile and vulnerable to tears from simple handling.
6. Select the recovery method(s) best suited to the collection and to the kind of damaged received.
7. Keep an inventory of all materials removed from the site. Number each box and record the number of books in each box. Or, scan barcode of each book prior to packing.
8. Document all salvaging activities – written notes, photographs, or video recording.
9. Save high priority materials. Do not waste time on unimportant or unsalvageable materials.

Bomb Threat:

In the event of Bomb or other threat:

1. Remain calm.
2. When the call is over, hang up and call the police immediately.

Emergency: 911

3. Record the time of the call, the duration, and wording of the threat and characteristics of the caller.
4. Evacuate the building.
5. Call the Library Director.
Call the Board President.
6. Do not re-enter the building until police or other emergency personnel give the authorization.
7. Do not discuss the situation with other employees, visitors, or the media. Refer all questions to Library Director and/or Board President.

Chemical Spills and Fire and Toxic Events:

If a chemical spill occurs:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
2. Call 911
3. Notify the Library Director or Board President of the extent and location of the spill.
4. If there is any possible danger, evacuate the area.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. Call 911.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Notify the Library Director or Board President of the location and extent of the fire.

6. Evacuate the area if you are unable to put out the fire. Close doors and windows behind you to confine the fire.
9. Do not break windows. Oxygen feeds a fire.
10. Do not attempt to save possessions at the risk of personal injury.
11. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small must be reported to the Library Board.

In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1. Call 911, giving location of spill
2. Notify the Library Director or Board President of the extent and location of the spill.
3. Evacuate the building only if instructed to do so.

Earthquakes:

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take shelter within a doorway, under a table or desk.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. Do not attempt to leave the building.

After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to the local radio station for instructions.
3. Assist those who may have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc).
4. Evacuate the building if safe to do so. Do not re-enter the building until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter since there maybe flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

Explosions:

1. Remain Calm.
2. Be prepared for possible further explosions.
3. Avoid using telephones.
4. Direct library visitors and staff to crawl under tables or desks.
5. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
6. Open doors carefully. Watch for falling objects.
7. Do not use matches or lighters.
8. Be prepared for fire or power failure to follow explosions.
9. When you have evacuated the building, call 911 and the Library Director or Board President.

Fire:

If a fire occurs:

1. Remain calm.
2. Call 911.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and the exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Evacuate the area. Close the doors and windows behind you to contain the fire. Go to the designated area. (Sidewalk in front of building).
8. Do not open hot doors.
9. Do not break windows. Oxygen fuels the fire.
10. Do not attempt to save possessions at the risk of personal injury.
11. Do not return to the area until cleared by emergency personnel.
12. Call the Library Director or Board President and tell them the location and extent of the fire.

Fire Extinguishers and Alarms:

Fire extinguishers are located at:

2. Pillar next to cellar door
3. On the wall at the top of the stairway to the second floor
4. At the bottom of the cellar stairs on the post.

Fire extinguishers are inspected yearly.

Flooding or Water Damage:

If a water leak or flooding occurs:

1. Remain calm.
2. Notify the Library Director or Board President.
3. Give the exact location and severity of the leak. Indicate whether any part of the collection is involved or is in immediate danger.
4. Do not walk in standing water that may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme cautioning. If there is any possible danger, evacuate the area.
5. If you know the source of the water and are confident of your ability to stop it, do so cautiously.
6. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps need to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

Lost Child:

1. Call Police to meet with reporting party and take detailed information.
2. Relay known description to staff.
3. Initiate search to cover all public areas, storage areas, and restrooms.

When notification includes any information about attempted or suspected abduction, facility should consider:

1. Immediate lockdown.
2. Notification of law enforcement.
3. Escort reporting party to secure location for further investigation.

Medical Emergencies:

1. Remain Claim. Make sure the area is safe before approaching the victim.
2. Render the minimum first aid necessary and decide what additional treatment is required. Call 911.
3. Notify the Library Director or Board President.
4. Do not attempt to move a person who has fallen or appears to be in pain.
5. Limit your conversation to quiet reassurances.
6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public. Do not discuss the cause of accident or any conditions which may have contributed to the cause.

Phone Threat, Mail Threat, and Suspicious Object:

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. Call the police.
4. If possible, signal a colleague to inform the Library Director, or call yourself as soon as the caller hangs up.
5. Promptly write down as many details as you can remember. The police will need this information.
6. Do not discuss the threat with other staff or library visitors.
7. If evacuation is ordered, go to a designated area.

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Call the police.
3. Notify the Library Director or Board President.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. The police will need this information.
5. Remain calm. Do not discuss the threat with other staff member or library visitors.
6. If evacuation is ordered, go to a designated area. (Sidewalk in front of building).

Power Outage:

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff. Flashlight is located at circulation desk.
3. If you are in an unlighted area, proceed cautiously to an area with emergency lights.
4. If you are instructed evacuate, exit the building through the front or back doors.
5. Do not re-enter building unless power has been restored.
6. Secure the building for vandalism or intrusion
7. Contact the Library Director or Board President.

Theft/Vandalism:

- 1 Remain calm.
2. Immediately notify the police and Library Director.
3. Note the time of the event, location, type of threat, and characteristics of the suspected person.
4. Try to keep the vandal/thief within sight until the police have arrived.
5. Do not put yourself or others in the library in jeopardy.

Tornado:

Warning time maybe very brief.

1. Remain calm.
2. Evacuate to a safe place in the building away from windows.
3. Do not endanger life or personal safety to safeguard or salvage collections.
4. Use battery operated radio to listen for instructions.
5. Remain in the shelter until radio announcement or other public safety authority signals that it is safe to emerge.
6. Exit to the designated meeting location. (Sidewalk in front of building).