

Emergency/ Disaster Plan for Olive Free Library

Emergencies, or catastrophes, including, but not limited to extreme weather, utility failure, fire emergency, bomb threats, explosion or terrorism may require closing the Library. The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The Library cooperates fully with public safety departments and emergency service providers.

The Library Director or in their absence the President of the Board of Trustees will determine when to close the Library during an emergency or catastrophe. (See contact list in the Disaster Kit & Staff Binder)

Any available means of informing the public of closings will be used., e.g. voicemail , website, social media, temporary signs. etc. Personnel will be notified directly.

Emergency contact numbers in order of contact are kept in the Disaster Preparedness Kit & Staff Binder.

This policy will be reviewed with staff by the Library Director at least twice a year.

Building Basics

The **electrical panels** are located in a closet in the rear of the children's room.

There are **fire alarms** located next to all exterior doors.

The **propane gas emergency shutoff** is located in the community room to the left of the sink, and downstairs to the right of the door at the bottom of the stairs.

The library has only one **telephone line: 845-657-2482** is a VOIP line. *In case of loss of internet cable this line does not work.*

The **well pump** and its shutoff are located in the furnace room to the right of the hot water heater.

Contractors used by the Library who may need to be called during an emergency situation may be found on the Emergency Contact list in the Disaster Preparedness Kit and the Staff Binder.

Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities. When **evacuating persons with disabilities**, ask how you can help before giving assistance. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

- Get the attention of a person with a **hearing disability** by touch and eye contact.

Clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

- Do not grasp a **visually impaired** person's arm. Ask if they would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Bomb Threat

If by phone:
OFL Emergency/Disaster Plan

- Keep the caller on the line as long as possible, signal a co-worker to call 911
- Ask the caller to repeat the message and try to write down every word they say.
- If the caller does not indicate the location of the bomb, or the time of possible detonation, ask for this information
- Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating.
- Listen closely to the voice (male or female), voice quality, (calm/excited) accents and speech impediments.
- Evacuate the building

If receiving a bomb threat or other terrorist action in person:

- Evacuate the building
- Call 911
- Fill out an incident report when safely able to do so

Fire Emergency

Make sure all employees know the location all of the fire extinguishers in the building.

There are **fire extinguishers** on the main floor directly across from the circ. desk, to the left of the sink in the community room, and downstairs next to the back door and to the right of the kitchen. **Fire alarms** are located next to each of the exterior doors.

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire, and whether it can be extinguished easily with the extinguisher. *Staff will have annual training in use of extinguishers and review of*

evacuation plan and demonstrate knowledge of where fire alarms are, disaster preparedness kit is stored and a review of this policy.

1. Call 911 or pull the fire alarm
2. Evacuate the building of all patrons and volunteers
3. Check the restrooms to make sure no one is left behind
4. Close the doors and windows if it can be done safely
5. Call the Library Director or Board President.
6. Wait outside for the fire department. Do not re-enter the building until the Fire Department says it is safe to return.

Flooding

- A. Shut off the water valve or the electric to the pump in the furnace room
- B. Call the Library Director and Board President
- C. Call the plumber
- D. Local History Museum

To whatever extent possible, the museum's most valuable artifacts should be moved to higher shelves in the archives room or out of the room and brought to the main floor of the Library.

Health Emergency

Staff members should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake

more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgement as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public.

- Call 911
- Call the Library Director or Board President
- Call parent/guardian if a minor
- Fill out a report about the accident

Power Outage

Call Central Hudson to report **Electrical outage**: 845-452-2700 and determine when power will be restored. Inform Library Director or Board President. In the event of power loss the generator will start automatically and the emergency lighting system will turn on automatically. The generator can power the entire building minus the air conditioning.

Internet Outage

Try resetting the modem using the instructions located next to the modem and router. If this does not solve the issue then, call Spectrum (833) 267-6094 to report internet outage and see if this is weather related for the area and when it will be restored. Call the Library Director to determine next steps if a service call needs to be scheduled.

Weather Emergency

Closings are at the Library Director's discretion or the Board President. If they are unavailable, the staff should use their own judgement. The library will close if the roads become unsafe for driving due to severe weather. The library does not necessarily follow the Onteora School District closings. The library will sometimes delay opening until the roads become safe for driving.

Severe Storms

- Close all exterior doors and windows
- Shut down the computers
- Prepare for a power outage.

Snow Emergency

Closings are at the discretion of Library Director or the Board President. If they are unavailable the staff should use their own judgment.

Tornadoes

- Do not leave the building. Shut all exterior windows and doors if there is time.
- Go to the basement or an interior room
- Prepare for a power outage.

Red Cross Emergency Shelter

The library is registered as a Red Cross emergency shelter. In case the shelter needs to be opened, staff will be contacted by the Red Cross. See the list of Red Cross numbers on Emergency contact list in the Disaster Preparedness Kit and Staff Binder.

DISASTER PREPAREDNESS and KIT PREPARATION

1. Keep the Disaster Plan available in appropriate locations.

2. Staff and Director need to be aware of the location and contents of the Disaster Preparedness Kit.
3. Review and update the Disaster Plan regularly. (Names, addresses telephone numbers of personnel, service providers and government offices) *See attached list of contact numbers.*
4. Keep internal fire doors closed.
5. Maintain fire alarms, fire extinguishers, first aid kits, etc.
6. Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
7. Store valuable records/materials in fire/water proof areas.
8. Keep storage cabinets doors/drawers closed when not in use.
9. Maintain a disaster kit and update the emergency supply inventory 2 times per year.

It should include:

- ☐ First Aid Kit
- ☐ Rubber/latex gloves
- ☐ Battery Powered radio
- ☐ Flashlights
- ☐ Extra Batteries
- ☐ Roll of plastic
- ☐ Tape
- ☐ Scissors
- ☐ Zip-lock bags
- ☐ Food and Water
- ☐ Blankets
- ☐ Face Masks

- ☐ Alcohol Swabs
- ☐ Hand Sanitizer
- ☐ Copy of the Emergency/Disaster Plan Policy

10. Fire extinguishers are maintained on an annual basis - Gordon Fire Equipment Tags are maintained on extinguishers.

11. List of Emergency Contact numbers and Red Cross Shelter volunteers.

Adopted by the Olive Free Library Board of Trustees, November 2021