

## EMERGENCY PLAN

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### General

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The Library will maintain an active library emergency plan.  
The Library has an Emergency Plan Policy which refers to this document.  
This document was reviewed at the January 2021 West Hurley Public Library Board Meeting.

### Air-Conditioning Outage

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The library has the three units serviced annually but does not have a service contract. All three units are located behind the building.

The library will revert to the closing procedure if temperatures go outside of OSHA recommended standards. [OSHA Recommended Standards](#)

### Active Shooter

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In the event of an active shooter situation, one of the following actions is recommended.

1. EVACUATE (RUN)
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
2. HIDE OUT (HIDE)
  - Hide in an area out of the shooter's view
  - Block entry to your hiding place and lock the doors
  - Silence you cell phone
3. TAKE ACTION (FIGHT)
  - As a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the shooter
4. CONTACT POLICE
  - Call 911 when it is safe to do so. After the threat has passed, let your supervisor know that you are OK.

## Bomb Threats

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- Staff should clear the building and trigger the fire alarm on the way out of the building.
- Once outside, staff should use available cell phone to call 911 to report bomb threat.
- Staff should move people to Cedar Street but not directly in front of the building.
- The police will handle actual bomb search and no patron or staff will reenter the building until police have declared the library safe.

## Disaster Preparedness

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The Technology Committee's Procedures document outlines the steps that the library takes to:

- Backup library data
- Maintain data, software & network security
- Maintain a computer inventory
- Perform an annual video for insurance purposes

The Building Committee will conduct a safety training for staff once a year and review at least the following:

- Employee Handbook
  - Available on Staff Blog as well as print form
  - Emergency Contact List
  - NYS Medical Incident Report
  - Right to Know Forms (MSDS)
- Location of Posters
- Location of Emergency Equipment
  - Electrical Switches
  - Furnaces
  - Hot Water Switch Off
  - Main Power Switch
  - Panic Button
  - Fire Extinguishers
  - Pull Alarms
  - First Aid Kit
- How to Use Fire Extinguishers
- Emergency Procedure
- Safety Meeting Report

Emergency Supplies to Have on Hand (Upstairs in Janitor's Closet or at Circulation Desk)

- Bleach (Janitor's Closet)
- Bottled Water (Janitor's Closet)
- Bucket (Janitor's Closet)
- Digital Camera (Circulation Desk)
- Disinfectant Spray (Janitor's Closet)
- Disposable latex gloves (6-month supply) (Janitor's Closet)
- Duct Tape (Janitor's Closet)
- First Aid Kit (Circulation Desk)
- Flashlight & Batteries (Circulation Desk)
- Masks (6-month supply) (Janitor's Closet)
- Mops (Janitor's Closet)
- Plastic Sheeting (Janitor's Closet)
- Scissors (Janitor's Closet)
- Trash Can & Plastic Bags (Janitor's Closet)

## Disaster Response

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The Technology Committee's Procedures document outlines the steps that the library takes to:

- Backup library data
- Maintain data, software & network security

In the best situation, outside sources of supplies and services can be contacted; however, if the disaster is widespread, they may be unavailable, which is why having some recovery materials onsite can be helpful. To avoid health risks in situations where one might be allowed in the building, it is suggested that persons wear plastic or rubber gloves during cleanup. If there is mold protective gear—surgical mask or respirator, goggles, and coveralls—is advised. When working in the aftermath of area floods, tetanus shots may also be recommended—check with the Health Department or Red Cross office for information, including available clinics.

Many disasters result in water-damage; mold can develop within two or three days. The following steps are recommended for an effective recovery operation:

### **Step 1. Assess the damage.**

How much damage has occurred?

What kind of damage is it? According to the Heritage Emergency National Task Force ([www.heritageemergency.org](http://www.heritageemergency.org)), a coalition of 41 national organizations and federal agencies, even if books and other materials are completely soaked, they can probably still be saved if they are not contaminated with sewage or chemicals.

Is the damage confined to one area or is the entire building damaged?

How much of the office has been affected?

What types of materials have been damaged?

Are the damaged items easily replaced or are they irreplaceable?

Can they be salvaged by an in-house effort or will outside help be needed?

Document the damage by a written description and by photographs.

Contacts should be made at this time with the sources of supplies and services.

### **Step 2. Stabilize the environment**

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees and 50% humidity. The Heritage Emergency National Task Force recommend the following materials and steps.

Obtain as necessary for an emergency:

- Portable generators, in case of a power failure.
- Pumps, to remove large quantities of standing water. Exercise caution as standing water can conceal hazards.
- Fans, for air circulation, particularly in the damaged area. Fans should preferably expel the humid air from the site. The Heritage Emergency National Task Force recommends gentle air-drying, indoors, if possible. They discourage the use of hair dryers, irons, ovens, and prolonged exposure to sunlight.
- Thermometers, P.E.M. units to measure the temperature and humidity.
- Dehumidifiers to help lower the humidity (need to watch temperature increases—monitor temperature and humidity constantly). As mentioned, mold can form within two days.

Steps to take in an emergency:

- Remove damaged items; stabilize the environment and thoroughly cleanse the area. Scrub with soap and a fungicide floors, ceilings, and all furniture and equipment. Mold develops rapidly under carpeting and its padding. Only professionals should remove smoke odor or fog with fungicides or insecticides.
- Separate damp materials: remove the contents from drawers; take photographs out of damp albums; remove paintings and prints from frames; place white paper towels between the pages of wet books.
- Clean gently. Loosen dirt and debris on fragile objects gently with soft brushes and cloths. Avoid rubbing, which can grind in dirt.
- Salvage photos. Clean photographs by rinsing them carefully in clean water. Air-dry photos on a plastic screen or paper towel, or by hanging them by the corner with plastic clothespins. Do not let the image come into contact with other surfaces as it dries.
- Damp objects and items that cannot be dealt with immediately should be put in open, unsealed boxes or bags. Photos, papers, books, and textiles should be frozen if you can't get them dry within 48 hours.

### **Step 3. Select what to save.**

Priorities should be based on criteria such as the following:

Can the item be replaced? At what cost? Would the cost of the item be more or less than restoration? How important is the item? Is it unique?

According to Illinois State University, 95% of all disaster damage result from water. The first decision to be made will be whether to air dry or freeze materials. Their directions for handling water-damaged as well as for fire-damaged books and non-print materials are located at <http://cool.conservation-us.org/bytopic/disasters/plans/isudis.html> .

### **Avoid:**

- Entering an area until it has been declared safe.
- Attempting to open a wet book (one tear costs at least one dollar to mend).
- Attempting to close an open book that is swollen.
- Using mechanical presses on wet materials.
- Attempting to separate books that are stuck together.
- Using bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
- Using colored paper of any kind during salvage and recovery operations.
- Packing newly-dried materials in boxes or leave them unattended for more than two days.
- Placing saturated materials next to lightly damaged materials.
- Removing covers from books or scores.

## Fire

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- At the first indication of smoke or flame, staff should investigate the situation to determine location and extent of the fire.
- If the fire can obviously be contained and extinguished quickly and safely by staff, staff should proceed to do so.
- However, if there is any doubt whether the fire can be controlled, staff should immediately call 911, trigger fire alarms if necessary, and clear the building.
- Staff should move people to Cedar Street but not directly in front of the building. Staff should familiarize themselves with the type, location, and application of the fire extinguisher in the building.
- No patron or staff will reenter building until the fire department declares the library safe.

## Health

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Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member and the library.

Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained.

Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

## Incident Response

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For crimes in progress or an immediate emergency, staff should contact the State Police Department by calling 911.

For any incidents in the library that involve a crime, a problem patron, an illness, a fire, a health emergency, or anything that may result in an insurance claim, staff should fill out the "Incident Report Form" (addendum to this document).

## Opioid Response

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The West Hurley Library is not participating in an opioid prevention program. Library staff will call 911 for patrons in distress.

## Power Outage

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In the event of an extended power outage, close the library to the public and then:

- Check all bathrooms to make sure that patrons are not trapped inside without light.
- There are flashlights located at the front desk. Batteries are kept in the front desk.
- The battery backups on each computer should keep them on long enough to shut down the computers.
- If possible, do not run any water as the well pump will not be operating.
- Report the outage to Central Hudson.

- If the library director is not in the building, call the director to advise him/her of the situation.

## Water Damage

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If the Library Director is not in the building, call the Director to advise him/her of the situation.

If he/she is unavailable, contact the head of the building committee.

- If there is an immediate water leak which is causing damage, go to the basement and turn off the main water valve and the circuit breaker for the pump.
- Call the plumber on the emergency contact list.
- If there is a flood, remove Library materials from lower shelves first. Move books to dry area.
- Protect area of damage with plastic sheeting located in the janitor's closet.
- Block area off where water leak is taking place. If the ceiling may fall, close the building.

## Water Outage

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If the Library Director is not in the building, call the Director to advise him/her of the situation.

If he/she is unavailable, contact the head of the building committee.

- If a problem arises with the existing well, call the plumber.
- The main water valve is located in the furnace room.
- The library uses a well. The location of the well is included in the emergency maps attached to this plan.

## Weather Closing

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See Emergency Plan Policy.