



CLARENCE PUBLIC LIBRARY

Disaster Response Policy

Introduction:

This board-approved policy pertains solely to the Clarence Public Library, a member of the Buffalo & Erie County Library System. It provides a framework of response in the event of a natural or man-made disaster that affects the library and its facility, library holdings and assets as well as library staff and patrons.

Important Contact Numbers:

Emergency Services – 911

For emergency Fire, Police and Ambulance services, dial 911.

New York State Police

Troop A – Zone 2

196 Tpr. Kevin P. Dobson Way, Clarence, NY 14031

Non-emergency: 716-759-6832

Erie County Sheriff

Sheriff Sub-station, 5 Town Place, Clarence, NY 14031

non-emergency: 716-662-6150

TTY: 716-662-0692

Email: sheriff@erie.gov

Amherst Alarm– 716-632-4600

Town of Clarence Security Department – 716-406-8928 (after 5 pm)

Heating/Cooling:

(Programming/thermostat issues); call U&S Services – 716-693-7220 ext. 1215

Boiler/AC failure - Call Parks Department Head for direction – 716-741-8927

Snow Removal (Parking lot): Call Parks Department – 716-741-8927

Power Failure: NYSEG – for emergency – call 911; for outages call 800-572-1131 (or use online form at nyseg.com)

Natural Gas Emergency – call 911; if in safe location – can call 800-572-1121

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Internet/Phone – Spectrum – 1-855-878-2147; Network Support (Central Library) – 716-858-6849

Phone (Internal phone network/voicemail/phone greeting) – Rel-Comm – 716-204-4444

Highway Department: (Issues relating to traffic signage in parking lot or to report broken or unreadable signage): 716-741-3210

Other Building Emergencies: Engineering Department – 716-741-8952; Town Supervisor's Office – 716-741-8930

Emergency Procedures:

Fire Alarm Procedures:

The fire alarm can be triggered by smoke detectors, activation of the sprinkler system, or by pulling one of the red alarm boxes located throughout the building.

When the fire alarm goes off a loud alarm and strobe lights within the building will be activated. Amherst Alarm will automatically receive a signal. They will call the library. The Clarence Center Fire Department will be dispatched unless someone at the library verifies that it is a false alarm and can provide the current password. Note: It is the responsibility of the Director (or if the Director is not present, then the Librarian-in-Charge) to follow the following procedure.

- If there is any doubt about why the alarm has gone off, evacuate all patrons, volunteers and staff from the building and wait for the arrival of the fire department.
 - ✓ Safety is the first priority. Do not stay in the building. Do not wait for Amherst Alarm to call. Do not reenter the building.
 - ✓ If possible, a staff member exiting through the mechanical room should press the red “Boiler Shutdown” and “Fan Shutdown” buttons to shut down the heating and cooling system.
- If an alarm box has been pulled by accident and you are certain there is no danger and you wish to silence the alarm yourself:
 - ✓ Inform Amherst Alarm that an alarm box was pulled accidentally
 - ✓ Open the alarm panel in the lobby using the key that is kept at the circulation desk. Double check the zone in which the alarm originated. Press the “Alarm Silence” button.

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- ✓ Reset the box that was pulled by opening it with a screwdriver, resetting the switch and closing the box. There should be a small screwdriver kept in a drawer at the front desk.
- ✓ Before resetting the alarm panel in the lobby, make sure the fire department has given the all-clear. Then press the “Reset” button.
- ✓ Go to the security panel at the staff entrance and enter the code to reset that alarm as well.
- If there is a fire detected, the Director or designee should call 911.
 - ✓ Evacuate all staff and library patrons from the building.
 - ✓ If Director and/or designee determines a fire is able to be contained and extinguished they shall proceed to do so using the closest fire extinguisher (**locations include meeting room, self check #1, children’s area, magazine/quiet zone, office, staff lounge, boiler room**). (See Emergency Lighting & Fire Extinguisher checklist below)

Emergency Lighting & Fire Extinguisher Checklist

STROBE LIGHTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A Meeting Room #1												
B Meeting Room #2												
C Men’s Lavatory												
D Women’s Lavatory												
E Video Area												
F Quiet Zone												
G Children’s area												
H Nonfiction area												
I Entry												
J Lobby												
K Circulation Desk												

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L Staff Room													
Fire Extinguishers													
1 Meeting Room SF 303487													
2 Self Check #1 SF 303484													
3 Children's area SF 297842													
4 Magazine area/Quiet Zone SF 311506													
5 Office SF 312094													
6 Staff Room SF 312091													
7 Boiler Room RX 409457													

Public Health Emergency Operations Plan (see plan approved by the Clarence Public Library Board of Trustees on March 22, 2021)

<https://www.buffalolib.org/sites/default/files/users/cla/policies/CLARENCE%20PUBLIC%20LIBRARY-%20%20Declared%20Health%20Emergency%20Plan%20-%20FINAL.pdf>

Bomb Threat

Active Shooter

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