North Collins Public Library
DISASTER PLAN

Emergency preparedness and response procedures

Library Disaster Plan

In Preparation:

- **Keep the Disaster Plan available in office/main desk area**
- **The staff and manager need to be aware of its location and contents. Binder should be reviewed upon hire and annually.**
- **Review annually and update the plan as needed.**
- **Store valuable records and materials in fire and waterproof areas.**
- **Keep access to exits, fire equipment, electrical panels and plumbing valves clear at all times.**
- **Test and maintain fire alarms and fire extinguishers.**
- **Maintain a disaster kit, to be stored in the storage room, and update as needed.**

Disaster Kit Contents:

- **First Aid Kit**
- **Narcan**
- **Rubber/latex gloves**
- **Face masks**
- **Flashlights**
- **Batteries**
- **Battery powered radio**
- **Hand sanitizer**
- **Emergency blankets**
- **Bottled water & non-perishable snacks**
- **Laminated cards detailing utility shutoff locations**

Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of governmental authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Fire Emergency

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- Pull nearest fire alarm (one in the front hallway and one by the back fire exit door)
- Call 911
- Evacuate the building and check the restrooms.
- Close the doors and windows and utilize the fire extinguisher if it can be done safely.
- Wait outside for the fire department.
- Do NOT re-enter the building until the fire department says that it is safe to return.
- Call the library manager and board president.

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 only advisable for the staff to keep the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable.

- Call 911
- Call parent/guardian if it is a minor
- Call family member if requested by patron
- Document on incident report and inform manager

Drug Overdose

If suspected drug overdose, call 911 and implement Narcan as directed. Narcan is located in the staff room by the microwave.

Pandemic

Closing is at the discretion of the library board or the local government officials. Follow local health department guidelines.

Biohazard

- Leave the suspicious substance where it was found.
- Call 911
- Evacuate the building following previously stated evacuation procedure.

Tornado

- Once advised of a tornado warning, advise patrons in the library to move away from windows and take shelter in the storage room. Secure the doors. Prepare for a power outage.
- Remain in shelter until announcement declares that it is safe to emerge or the warning has expired.
- If tornado does occur, call 911 immediately, perform first aid as necessary and wait for emergency officials to arrive.
- If the library suffers structural damage, contact the building inspector to see if the building is safe before re-entry. Library manager under the direction of the library board will make the determination regarding whether the library will reopen for business at the normal scheduled times.

Flood

- If there is no imminent danger to staff, move materials to higher shelves if possible and as appropriate.
- Library manager will close as appropriate based on water levels.
- If flooding does occur, contact building inspector to assess damage and advise on appropriate plan of action.

Blizzard

- If there is a blizzard warning, close library for the duration of the warning.
- Before reopening, assess that utilities are functional. If an excessive amount of snow is on the roof, call town building inspector.

Severe Storms

- Shut down the computers.
- Prepare for a power outage.
- Closings are at the library manager’s discretion under the guidance of the library board president.

Cyberattack

- Stop using network computers and devices if cyberattack is suspected
- Contact Central Library by phone

- Record if ransom is demanded and nature of disruption
- Notify library manager and Board President

Active Shooter / Lockdown / Shelter in place

- If informed that there is a lockdown, shelter in place or active shooter in area schools or other nearby facilities, follow local police direction and notify patrons and staff of emergency.
- When directly faced with potential active shooter, Department of Homeland Security's 'Run, Hide, Fight' guideline should be followed.
- Run = Evacuate the building if able to safely do so. Once outside keep hands up and visible to responding officers
- Hide out = Lock doors, turn off lights, and barricade doors with heavy furniture. Turn off cell phones
- Fight = Take action. Only if immediate danger. Throw heavy objects like books, fire extinguishers, or chairs to disrupt or incapacitate the shooter.

US Immigration and Customs Enforcement (ICE) Response Plan

- Utilize *These Are My Rights* cards distributed by New York Immigration Coalition
- Document interaction but do not disrupt process
- Notify library manager and Board President.

Bomb Threat

- Stay calm and keep the person engaged if the threat is by phone. If possible, discreetly alert another staff member to listen or contact emergency services.
- Call 911 and notify emergency services immediately.
- Record the details. Write down the exact words used, time of call, caller ID information, background noises, voice characteristics, stated location of the device, intended time of detonation and any claimed motive. Preserve emails, notes, voicemails, social media messages or other evidence.
- Do NOT touch, move, open or investigate suspicious items.
- Evacuate the building until it has been cleared by authorities to return.

Vehicle Strikes Building

- Call 911 immediately.
- Evacuate the library if safe to do so using alternative exits.
- Do not move injured people unless they face immediate danger.
- Do not start or move the vehicle.
- Do not re-enter until the building has been declared safe by authorities to return.

Industrial Accident

- Call 911 if the incident has not already been reported.
- Monitor instructions from officials regarding the accident.
- If told to shelter in place, bring everyone indoors. Close and lock exterior doors and windows. Turn off HVAC systems, fans and other systems that draw outside air, if this can be done safely. Seal gaps around doors or vents, only if officials recommend it. Keep people inside until authorities issue an all-clear.
- If told to evacuate, follow the route and destination provided by officials. Avoid any visible plume, spill, smoke and low lying areas unless responders direct otherwise. Do not return until officials have declared the area safe.

Building Issue (burst pipe, leaking roof, mold, pests)

- Protect people first. Block access to wet floors, falling debris, contaminated areas, exposed wiring or rooms with strong odors or poor air quality.
- Notify the board president and the designated facilities contact from the Town Board.
- If problem requires an immediate response, act accordingly. Shut off water. Shut off electricity at the panel. Move collection items if they will be affected.
- Document the problem. Record the time, location, photos, apparent cause, affected collections and actions taken.
- Close the affected area (or entire building, if necessary) when there is active flooding or sewage contamination, electrical or fire danger, risk of ceiling or structural collapse, significant mold contamination, strong unexplained chemical or sewer odor, a pest infestation that cannot be isolated or any situation that officials deem the library to be unsafe.