

# North Chatham Free Library Disaster Plan

**This plan is on file in the following locations:**

- On premises in the blue binder on shelf behind the circulation desk entitled “General Library Information for Staff & Volunteers
- On premises Board “Library Policies” binder
- Off premises in the home of the director
- Off premises in the home of the president of the board of trustees
- Off premises in the home of the chair of the building and grounds committee
- The staff and trustees need to be aware of its location and contents.
- Annually update (including names, addresses and telephone numbers and government offices).
- Maintain fire extinguishers, first aid kits, etc.
- Keep access to exits, fire equipment, electrical panels, and plumbing valves clear.

## Emergency Contact List

- **Library Director:** Vicki Wills 518-727-3651 (cell)
- **Buildings and Grounds Chair:** Mark Reamer 518-755-1220 (cell)
- **Board President:** Rick Werwaiss 518-469-0360 (cell)
- **Fire:** NCFD 911 or 518-766-3344
- **Police:** State Police 518-758-7010
- **Columbia County Sherriff** 518-828-3344
- **Poison Control** 1-800-222-1222 or 911
- **Oil Delivery/Furnace Service/Air conditioning:**
  - **Long Energy** 518-465-6647
  - **Knotts Enterprises** 518-758-1248
- **Electrician:** Dean Warner 518-758-8080
- **Electric Supply:** National Grid 1-800-664-6729 (business office)  
1-800-892-2345 (emergencies)  
1-800-867-5222 (power outage)
- **Insurance Agency:** Marshall & Sterling Ins 1-866-223-8984
- **Legal Advisor:** Judy Albert 1-917-331-3575 (cell)
- **Ice/Snow Removal:** Ponds & Beyond 518-527-9328 (cell)

## **Building Evacuation**

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

## **Priorities for Salvaging Materials**

In the case of a disaster, please salvage items in the following order:

1. Library Director's computer (not monitor)
2. All local history materials
3. Binders of board meeting minutes on shelves in the office closet

## **In-House Emergency Equipment and System Shut-Off Locations**

**Keys:** Cabinet keys in left drawer.

**Main Electrical Cut-Off Switch:** Located on the north wall of the furnace room.

**Main Water Shut-Off Valve:** Located on the road side on the water tank.

**Thermostat:** Above the alarm key pad upstairs and at the bottom of the stairs to the right.

**Furnace Over-Ride Switch:** Next to the alarm pad upstairs and on the furnace itself.

**Fire Extinguishers:** 1) Close to the main entrance 2) top of the stairs and 3) bottom of stairs.

**First Aid Kit:** First Aid kits can be found: 1) on the shelf to the left of the circulation desk and 2) in the cabinet in bathroom.

## **Fire -**

The time to think is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

- Do not panic, but do not under-estimate the potential danger.
- At the first indication of smoke or flame, evacuate the building and 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, proceed to do so.
- If there is any doubt about whether the fire can be controlled, immediately call 911
- Notify the Mark Reamer 518-755-1220 (cell), Library Director, and the Board President.

## **Flooding –**

- Close all exterior doors and windows.
- Shut down and unplug all computers.
- Staff should be familiar with flashlight locations.

- Do not leave the building.
- If there is an immediate water leak which will cause damage, shut off the main water valve in the furnace room.

### **Power Outage -**

- Turn off computers.
- The Director's computer, has emergency battery back-up. SHUT them down properly. They will remain on long enough for proper procedure.
- If the Library Director is not in the building, contact the Director.
- Call National Grid to inform them.

### **Health emergencies**

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. 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) should be called immediately in the event of any serious problem.
- No medication, including aspirin, should ever be dispensed to the public.
- First Aid supplies are located on the north shelf close to the Circulation computer.

### **No Heat**

The Building Code of New York State defines the temperature at which the library must be between September 15 and May 31. If the temperature falls below 68°F, contact the Director and Mark Reamer to apprise them of the situation. They must make the decision to close the library to the public. If the Library Director is not in the building, Mark Reamer must authorize staff to contact Long Energy for repairs.

### **Snow storms**

In the event of a snow or ice storm, it may be necessary to close the library. The Library Director will determine whether to close the library. A notice will be placed on the door of the library, and the library answering machine message.

### **Bomb Threats**

*If by Phone:*

- Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

- If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
- Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which might indicate the location from which the call is originating.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
- Immediately after the caller hangs up, call 911.
- Evacuate the building. The police will handle the actual bomb search.

*If in Person:*

- Evacuate the building.
- Push the “Emergency Help Red Button” located above the Circulation computer.
- Call 911.
- The Library should be closed to the public. Assist patrons in evacuating the building. Check bathroom to make sure that patrons are not trapped inside without light.
- Turn off computers.
- If the Library Director is not in the building, contact the Director.