

Berne Public Library
1763 Helderberg Trail
Berne, NY 12023

**Emergency Procedures –
Disaster Plan**

The Library Director will contact the President of the Board of Trustees at the time of emergency or as soon as possible, thereafter. A report will be part of the Director's Report to the Board at their next regular meeting.

FIRE

1. Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire.
2. At the first indication of smoke, investigate the situation to determine location and extent of the fire.
3. However, if there is any doubt about whether the fire can be controlled, immediately call 911 and evacuate the building.
4. The smoke detectors may set off the fire alarm. Otherwise pull the fire alarm to notify the library & community room users to evacuate the building.
5. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. A Fire extinguisher is mounted on the wall in the kitchen area.
6. Evacuate to the: **PARKING LOT.**

POWER OUTAGE

CLOSE THE LIBRARY TO THE PUBLIC.

Assist patrons in evacuating the building. Check bathroom to make sure that patrons are not trapped inside without light.

There are emergency battery back-up lights in the Community Room and the library. If any of these lights fail to operate, or if an exit light by a door is not working, advise the Director, so they may be repaired.

There is a flashlight in the office. Extra batteries will be kept in the cabinet also.

TURN OFF COMPUTERS AT THE START OF A POWER OUTAGE.

DO NOT RUN ANY WATER as the well pump will not be operating.

Call the Town Supervisor to call National Grid to report the power outage at the Library.

If the Library Director is not in the building, call the Director to advise the situation.

NO WATER

CLOSE THE LIBRARY TO THE PUBLIC.

If the Library Director is not in the building, call the Director and the Town Supervisor to advise the situation. The Library Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.) The Town Supervisor must authorize the expense of building repairs.

NO HEAT

CLOSE THE LIBRARY TO THE PUBLIC.

If the Library Director is not in the building, call the Director and the Town Supervisor to advise the situation. The Library Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.) The Town Supervisor must authorize the expense of building repairs.

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. Do not move the injured person.

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 911 emergency number should be called immediately from the library land line telephone 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 hold shelf behind the circulation desk.

Automated defibrillators: Public access Providers.

According to New York State law, only employees trained and certified may operate the AED's. Excerpt from the law:

"No person may operate an automated external defibrillator unless the person has successfully completed a training course in the operation of an automated external defibrillator approved by a nationally-recognized organization..." The following are exceptions:

- a. A licensed health care practitioner working within the scope of his or her practice
- b. A person acting pursuant to a lawful prescription
- c. A person who operates the AED "other than as part of or incidental to his or her employment who is acting in good faith, with reasonable care, and without expectation of monetary compensation... The immunity doesn't apply to gross, willful, or wanton negligence."

This is what is referred to as "The Good Samaritan Law". The law does not cover BPL employees who have **not** been trained, but it will protect an individual in the library who steps in to assist in an emergency.

BOMB THREATS

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message and try to write down every word spoken by the person.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**
4. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location

from which the call is originating.

5. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments..

6. Immediately after the caller hangs up, call 911.

7. Clear the building.

8. The police will handle the actual bomb search.

WATER DAMAGE

If the Library Director is not in the building, call the Director to advise the situation and call the Town Supervisor.

1. In an emergency, if there is an immediate water leak which will cause damage, go to the mechanical room. If possible, turn off the main water valve.

2. If there is a flood, remove Library materials from lower shelves first. Move books to dry area.

3. Water leaks generating from the ceiling could be related to the air conditioning units or the roof. For any water leaks, protect area of damage with plastic sheeting located in the box in the mechanical room.

NO AIR-CONDITIONING

If the Library Director is not in the building, call the Director to advise the situation and call the Town Supervisor.

NO HOT WATER

If the Library Director is not in the building, call the Director to advise the situation and call the Town Supervisor.

NO CABLE/INTERNET/PHONE

Contact director first to see if it is actually a cable problem before contracting Time Warner or an IT problem before contacting UHLS support

Contact Time Warner at 1-855-225-7898.

For other IT issues, contact UHLS support- 518-635-0878

WEATHER RELATED OR OTHER BUILDING EMERGENCIES

If the Library Director is not in the building, call the Director to advise the situation. The Library Director will make the decision on emergency closings (snow,

building problems, heat, air conditioning, etc.)

The Town Supervisor must authorize the expense of building repairs.

VANDALISM/THEFT

If vandalism or major theft has occurred Do Not Touch Anything until directed to do so by authorities. Call the Police. After advising the library director or Town Supervisor, visually scan the area and document what you can see.

Emergency Contacts: use the library phone, if possible

Police Department: 911

Fire Department: 911

Ambulance: 911

Library Director- Judith Petrosillo (518) 859-4063

Town Supervisor- Kevin Crosier (518) 424-3446

Library Liaison/Deputy- Joe Golden

Adopted May 2016