

Weedsport Free Library

Disaster Response Policy

The purpose of the Disaster Response Policy is to create action guidelines and systems of prevention and recovery to deal with potential threats to the Library.

Planning and Prevention

1. Keep the Disaster Response Policy available in appropriate locations, including an outside location such as the home of the Library Director and/or President of Board of Trustees. The Contact List will be available for use in the Libaray.
2. The staff and director need to be aware of its location and contents.
3. The Library Director will review and update the Operations Continuity Contact list as needed.
4. Maintain fire alarms, fire extinguishers, and smoke detectors.
5. Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
6. Store valuable records/materials in the most fire/waterproof area available.
7. Maintain a disaster kit and update the emergency supply inventory twice a year. It should include:
 - First Aid kit
 - Rubber/latex gloves
 - Battery-powered radio
 - Flashlights
 - Extra batteries
 - Tape
 - Scissors
 - Blanket, zip-loc bags, snacks, water

Advice for Specific Conditions

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities. Staff will clear the building, checking the bathroom, and leave the building. Close the doors and windows if it can be done safely. Prepare for power outage. Turn off computers.

Severe Thunderstorms – Close all exterior doors and windows. Stay inside away from windows.

Tornadoes – If there is a tornado warning and definite indication of an oncoming tornado, encourage patrons and staff to stay in the building. Take refuge in an interior room away from windows.

Floods – Listen to flood warnings and excuse staff if there is a danger of closed roads. Call the Library Director and Board President.

Hurricanes – Any time that a hurricane is predicted, excuse staff in a timely manner. If staff aren't able to leave safely stay in the building. Use contents of the disaster kit and prepare for a power outage.

Fire – The Library has a fire and smoke detection alarm. If the alarm sounds, a staff member will call 911 and quickly search the building for smoke or fire. Staff will wait outside for the Fire

Department to arrive. Call the Library Director. When and if the Fire Department says the condition is all clear, the staff will return to the building.

Health Emergencies* – If anyone’s health is in question, call 911 for evaluation. 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. No medication, including aspirin, should ever be dispensed to the public. Call the Library Director. If person is a minor, call parent/guardian.

Bomb Threats – If the bomb threat is by phone, remain calm and keep the caller on the line as long as possible. Pass a note to another employee to call 911 and evacuate the building. Do not hang up even if the caller does. 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 that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm, excited), accents and speech impediments. The Police will handle the actual bomb search. If the bomb threat is delivered in person: evacuate the building. Call 911.

Discovery of a Biohazard

Leave the suspicious substance where it was found. Do not take any action that might spread it to another area. Evacuate the building. Call 911.

Active Shooter

EVACUATE – Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Help patrons and staff evacuate, if possible but evacuate regardless of whether others agree to follow.
- Call 911 when you are safe.

SHELTER-IN-PLACE – Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
 - a. Lock the door.
 - b. Blockade the door with heavy furniture.
- If the active shooter is nearby:
 - a. Lock the door.
 - b. Silence your cell phone
 - c. Hide behind large items (i.e. cabinets, desks).
- PROTECT YOURSELF – Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - a. Acting as aggressively as possible against him/her.
 - b. Throwing items and improvising weapons.
 - c. Yelling.

Oversight and Management

The Library Director is responsible for reporting an emergency to the appropriate authorities (calling 911). In the event the library director is not present, a staff member should contact appropriate authorities and notify the library director and president of board of trustees. If an emergency occurs when the library is closed, the Library Director and Board President are responsible for overseeing the management of the situation.

Contact List

Director: Samantha Black, (315) 514-8721

Board President: Wendy Bannister, (315) 289-3043

Police: 911

Village Police: (non-emergency to leave a message): (315) 834-9110

Cayuga County Sheriff non-emergency: (315) 253-1222

Fire: 911 or (315) 834-9754

Ambulance: 911

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