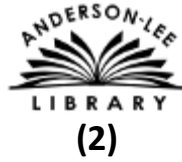




DISASTER RESPONSE POLICY

Avoidance/Preparation

- Library staff will secure the building at the closing time.
- Staff should be familiar with the location, type and application of the fire extinguishers in the building.
- The town/village code enforcement officer will make periodic inspections of the building.
- All staff should be aware that 911 is the all-purpose emergency number to be used in event of an emergency that requires immediate assistance from the fire department, police or of serious medical emergency.
- The work paths and exit paths within the building will be kept clear of any clutter or storage of materials.
- Staff need to be aware of the physical condition of the library, reporting any leaks, running water, broken glass or anything out of the ordinary to the library director or library trustee.
- A supply of garbage bags, paper towels, latex gloves and other cleaning supplies will be kept for any initial, small cleanups.
- The Library Board of Trustees shall conduct an annual walk-thru of the library building and grounds to evaluate the condition of the building and note any hazardous conditions.
- A copy of records critical to the operation of the library shall be stored off-site and updated periodically. Records pertaining to the circulation, item holdings and patron databases will be kept at the Chautauqua-Cattaraugus Library System. Copies of personnel records and current library board records will be maintained off-site.



Emergency Contact List:

A list of contact numbers for building and computer/networking emergencies is maintained on the bulletin board in the director's office and posted in the staff work area.

Emergency Closing:

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library cooperates fully with public safety agencies and emergency service providers.

The library Director or the staff person in charge at the time of the emergency will determine when to close the library during an emergency or catastrophe.

Initial Procedures in a disaster

If fire or water damage has occurred:

1. Advise the Library Manager or President of the Library Board (or another board member if the president is not available) of the situation.
2. In the winter, turn the heat to 50 degrees. Open doors if outside is cool and dry but not freezing. Use fans to expel humid air from the building. DO NOT TURN UP THE HEAT. This will prevent mold and mildew damage as much as possible.
 - **If vandalism has occurred, but no fire or water damage:**
 1. Advise the Library Director or President of the Library Board (or another board member if president is not available).
 2. Take a visual assessment of the damage. On paper, document what you see. Do not touch anything in the area until directed by the Library Director or Board member. They will make the call to the police to investigate the situation.



(3)

- The library director may call the CCLS to apprise them of the situation and request their assistance.

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. 911 should be called immediately in the event of any serious problem. No medication should ever be dispensed to the public.

Bomb Threats:

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 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. Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search.