



## The Middleburgh Library

*Dr. Best House and Medical Exhibit*

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Middleburgh, NY 12122

(518) 827-5142

[www.middleburghlibrary.info](http://www.middleburghlibrary.info)

### Middleburgh Library Policy – Disaster Plan

**Preparation:** Keep the Disaster Plan available in appropriate locations. The staff and directors need to be aware of its location & Contents. Review and update the Plan regularly. (Names, addresses and telephone numbers of personnel, service providers and government offices.) Maintain fire alarms, fire extinguishers, first aid kits, etc. Keep access to exits, fire equipment, electrical panels and plumbing valves clear. Store valuable records in safe deposit box. Keep storage cabinets doors/drawers closed when not in use.

Maintain a disaster kit and update the emergency supply inventory 2 times a year.  
It should include:

- First Aid Kit
- Rubber/latex gloves
- Flashlight Battery-powered radio
- Extra Batteries
- Roll of plastic
- Tape Scissors
- Zip-Lock bags
- Food and water
- Blankets Painters' masks

#### 1. Building Evacuation

The building should be evacuated whenever remaining in the building dangerous or upon the request of government 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. Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Do not grasp a visually impaired person's arm. Ask if he or she would like to hold on to your arm as you exit, especially if there is debris or a crowd.

#### 2. Fire Emergency

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. Call 911 Evacuate the building, checking the restrooms. Close the doors and windows if it can be done

safely. Wait outside for the Fire Department Do not re-enter the building until the Fire Department says it is safe to return. Call the library director and Board President

### **3. Health Emergency**

Staff member 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 not advisable for the staff to undertake more than keeping the sick or injured person comfortable until medical help can arrive. No medication, including aspirin, should ever be dispensed to the public.

- Call 911
- Call the library director
- Call parent/guardian if it is a minor
- Fill out an accident report

### **4. Snow Emergency**

Closings are at the library director's discretion or the board president. If he/she is unavailable the staff should use their own judgment.

### **5. Severe Storms**

Close all exterior doors and windows. Shut down the computers. Prepare for a power outage

### **6. Tornadoes**

Do not leave the building. Shut all exterior windows and doors if there is time. Prepare for a power outage.

### **7. Flooding**

Shut off the water valve or the electric to the pump. Call the plumber Call the library director and board president. ***In the event of external flooding, see attached procedure.***

### **8. Bomb Threat**

*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 he/she says. If the caller does not indicate the location of the bomb, or the time of possible detonation, ask for this information. Pay attention to peculiar background noises, such as motors running, music, or any other sound 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.

- Call 911
- Evacuate the building.

*If in person:*

- Evacuate the building
- Call 911

## **9. Biohazard**

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

## **10. Local/National Emergencies**

Monitor the news and follow any instructions given. Call the library director and board president. Evacuate the building or remain in a safe area of the building.

## **11. Library Closings**

If closed for any of the above reasons, any scheduled groups must cancel their use of the library.

### **Phone Numbers:**

1. Director:
2. Board President
3. Mayor
4. Town Supervisor
5. High Department
6. Police
7. Fire
8. Insurance Company
9. Plumber/Heating/Air
10. Electrical
11. Schoharie Country Emergency Office
12. State

*Adopted October 13, 2014*