

BANCROFT PUBLIC LIBRARY

EMERGENCY PROCEDURES POLICY

FIRE/SMOKE: In the event of a fire or smoke in the Library, the staff person in charge will:

- Call 911
- Ask everyone to leave the building by either the front door, Proudfit Hall door or the rear fire door.
- Provide assistance to anyone in need while evacuating the building.
- Check all rooms including community room, and three bathrooms.
- Leave the front door unlocked for the firefighters.
- Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.

MEDICAL: Staff members 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 patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. In the event of a medical emergency, the staff person in charge will:

- Call 911.
- Call parent/guardian if it's a minor.
- Ask permission to call a family member or friend if injured or ill person is alone.
- Administer first aid and/or CPR, if trained.
- Call Library Director.

NOTE: an AFD is located in Proudfit Hall to the left behind the Judges bench.

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.
- Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.

DANGEROUS BEHAVIOR: In the event a person in the Library appears to be a danger to others, the staff person in charge will:

- Ask the person to leave.
- If uncooperative, call 911.

DISASTER PLAN:

- The Bancroft Public Library is housed in a building with a generator sufficient to power the entire building in the event of an outage.

- In a Town-wide disaster, such as flood, hurricane, ice-storm, or electrical outage, the Library staff will cooperate with the Town authorities as needed.
- There is a comprehensive Town Disaster Plan, which can be reviewed at the Town office.

WORKPLACE SAFETY:

- Follow guidance in Bancroft Public Library Employee Handbook.

INCLEMENT and SEVERE WEATHER

Bancroft Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or Library staff.

Emergency/inclement weather closing will be authorized by the Director and/or President of the Board of Trustees. The decision to close, postpone opening, or close early due to inclement weather will be made based on actual observed local weather conditions. National or New York weather service advisories concerning travel during storm conditions will always be followed. The public will be made aware of any closures through social media, email, and, if possible, updates on the website.

- **Snow/Ice Storm:** During operating hours the Director and President of the Board will monitor weather and make decisions on closure. If the snow/ice is severe and a decision to close is made before library opens, all staff on schedule for that day will be notified as soon as possible and notice will be made via email and social media. If the snow/ice becomes bad during the day, the Library Director will make the decision as to whether it's prudent to close early (if the Library Director is not working that day, staff should contact the Director or Board President if the Director is unavailable for instructions). Notice will be made via email and social media about the early closure.
- **Tornado/Severe Storm:** If there is the possibility of a tornado, library staff should monitor weather reports for changes in possible severity of storm/tornado. The gradations of tornadoes are: WATCH and WARNING.
 - A tornado WATCH is issued when weather conditions favor the formation of tornadoes, for example, during a severe thunderstorm. Staff should monitor weather reports and be prepared to take shelter with patrons immediately if conditions worsen.
 - A tornado WARNING is issued when a tornado funnel is sighted or indicated by weather radar.
 - Staff should encourage all users of the library to take shelter immediately (Individuals who are unwilling to seek shelter should be told they are doing so at their own risk). Shelter can be taken in the Reading Room, or shelter in the basement.
 - Take Emergency kit with you (hanging on the back of the basement door).
 - Assistance in finding shelter should be given to children, elderly people, and mentally/physically handicapped.

- **AFTER THE STORM:**
 - Treat all electrical equipment as if it were charged and dangerous, especially if the floors are wet.
 - Notify 911 of any injuries or other conditions requiring medical attention.

- **Shelter in Place Warning:** If NYS releases a “shelter in place” warning, the library staff should immediately encourage all patrons to move to the Reading Room or basement. Take the emergency kit to the shelter area (the kit is located on the back of the basement door). Staff and patrons are encouraged to not leave the building until the “shelter in place” warning has expired.

EARTHQUAKE:

- **DURING an EARTHQUAKE:**
 - If inside, stay inside. DO NOT run outside or to other rooms during shaking.
 - Move patrons away from the book stacks.

- In most situations, patrons and staff will reduce their chance of injury from falling objects and even building collapse if they immediately: DROP down onto their hands and knees before the earthquake knocks them down. This position protects them from falling, but allows them to still move if necessary. Patrons and staff should COVER their head and neck (and entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, patrons and staff should get down near an interior wall or next to low-lying furniture that won't fall on them, and cover their head and neck with their arms and hands. HOLD ON to shelter (or to your head and neck) until the shaking stops. Be prepared to move with shelter if the shaking shifts it around. DO NOT stand in a doorway. Patrons and staff are safer under a table. In modern buildings, doorways are no stronger than any other part of the house. The doorway does not protect you from the most likely source of injury—falling or flying objects. Most earthquake-related injuries and deaths are caused by falling or flying objects (e.g., TVs, lamps, glass, bookcases), or by being knocked to the ground.

- **AFTER an EARTHQUAKE:**
 - If the building is in danger of collapsing, staff and patrons should quickly evacuate in an orderly fashion.
 - Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.
 - Call 911.

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