



VESTAL PUBLIC LIBRARY DISASTER RESPONSE POLICY

This policy is part of the Vestal Public Library Emergency Handbook which provides information on actions needed to preserve or save collections in a disaster.

EMERGENCY KIT:

A safety kit is stored at the circulation desk. It includes:

- A battery operated radio or cell phone
- Four flashlights
- Tape
- Scissors
- First aid kit
- Blanket
- Zip-loc bags
- Water

SPECIAL INSTRUCTIONS FOR ASSISTING PATRONS WITH DISABILITIES

- Ask how you can help them – DO NOT GRASP their arm or RUSH the person.
- If the person is site-impaired, tell them what needs to be done; evacuate, shelter in place, etc.
- If the person is hearing impaired, make eye or touch contact and tell them what needs to be done; evacuate, shelter in place, etc. Use gestures if possible.

INSTRUCTIONS BY DISASTER TYPE

FIRE

- **CALL 911 immediately** if a smoke or fire alarm sounds.
- Immediately direct patrons to the nearest exit. (Staff)
- Quickly check bathrooms to determine everyone has left the building. (Staff)
Staff will remain outside with patrons until the Fire Department has determined it is okay to return to the building.

BOMB OR OTHER PHONE THREATS

- **Stay calm**
- **Keep the caller on the line as long as possible.**
- Ask the caller to repeat the message and try to write down every word.
- If the caller does not indicate the location of the bomb or time of detonation, **ASK FOR THIS INFORMATION.**
- Listen for background sounds such as music, motors running, others speaking, etc.
- Write down whether the caller is male/female, has an accent, speech impediment, sounds young or old, whether they are calm or excited.
- If possible, have someone call 911 while you keep the caller on the line.

SEVERE THUNDERSTORM

- Stay away from windows and prepare for a power outage.



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TORNADO

- Take refuge in doorways, closets, and other enclosed windowless areas.

FLOOD

- The Library is not in a flood prone area.

HURRICANE

- Shut down library computer systems
- Lock the library
- Notify staff that the library will be closed.
- Switch the phone system to a closed message.

SNOWSTORM

- If heavy snow begins after the library has opened, the Director will determine whether the library should close, then:
 - Alert patrons that the library will close due to inclement weather.
 - Contact the Board President regarding the closing. (Director)
 - Notify Staff scheduled to come in during the remainder of the day of the closing.
 - Post a closing announcement on the Library website and on Facebook.
 - Post a sign on the Library entrance regarding the closing.
 - Switch the phone system to a closed message.
- If the storm is forecast to happen the following day the Director should determine whether to close, then:
 - Notify staff and the Board President of the closing.
 - Post an announcement on the Library website and Facebook
 - Switch the phone system to a closed message.

POWER OUTAGE

- Determine whether the power outage is throughout the building
- Contact the Town of Vestal or Vestal Police Department and follow their directions.
- Reset the breaker if the power outage is confined to one area.

LOSS OF HEAT OR COOLING

- Call the Town of Vestal Engineering Office at 607-786-0980 for assistance.

Note: This policy will be reviewed on an annual basis.

| Document History | Date | Updated By |
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