

Suffern Free Library

EMERGENCY and DISASTER POLICY

Approved by Suffern Free Library Board of Trustees on 12/21/2021

This policy supersedes all prior policies and practices relative to this subject.

POLICY:

To ensure the safety of the public and staff, as well as to ensure that all emergencies are handled quickly, efficiently and safely, the following regulations are established.

DEFINITIONS:

The Suffern Free Library defines an emergency as an unforeseen situation which requires immediate action to avoid harm or danger to public or staff. A disaster is a disruptive calamitous event resulting in great damage, loss, destruction or adversity to the library community.

Among others, emergencies and disasters may include: fire, flooding, power outages, threats to patrons or staff members, pandemic, unsafe facility damage such as broken windows or structural damage, injuries or conditions requiring immediate medical attention, lost children, and violent altercations or unruly behavior.

REGULATIONS:

1. All employees are responsible for implementing this policy.
2. Staff will contact 911 to initiate response from police, fire, or ambulance (staff will not provide any medical services).
3. All employees are responsible for immediately notifying their supervisor, the Director, and other staff members that an emergency exists.
4. During an emergency situation, response to the emergency situation is the highest priority.
5. Under the supervision of staff, all persons shall evacuate the facility via the nearest exit when the fire alarm sounds or when directed to do so for other emergency reasons. The Director/Assistant Director or senior supervisor present shall ensure that all persons have left the building and have reached a safe location and that assistance is provided for any handicapped persons. Staff will assemble in a safe location, as directed, for further instruction. The elevator shall not be used during an evacuation. In the event of bomb threat, evacuate in the same manner as fire, do **NOT** search for

- suspicious items! No one may re-enter the facility after evacuation until instructed by responsible authority.
6. Staff will limit the number of people in the library as defined by the fire code.
 7. Staff will report unsafe building or grounds conditions to their supervisor who shall ensure that the custodian restricts access to the appropriate area.
 8. Any employee who becomes aware of any threats or intimidation shall immediately notify a supervisor. Any physical threat, assault or altercation requires a police response.
 9. In an emergency situation the Library Director (or senior staff member) will evaluate the situation and decide to evacuate or close the facility (if building is closed the President of the Board of Trustees shall be notified).
 10. Media inquiries shall be addressed by the Library Director in consultation with the President of the Board of Trustees.
 11. A written report such as the “accident report” (which shall be available at the circulation desk) will be submitted to the Library Director.
 12. In the event of a power outage the Library will close until power is restored and the facility is safely operable.
 13. During any pandemic the Library shall comply with guidelines provided by the State of New York or subdivisions thereof.
 14. If a child is lost in the Library, an announcement shall be made on the PA system and a staff member will be stationed at the main entrance. All staff members shall commence an immediate search (under the supervision of the senior staff person). If a child is not found within 3 minutes, police *will* be summoned.