

Naples Library Disaster Plan

Prevention/ Preparation

Introduction

This plan will aid in the successful resolution and recovery in dealing with the aftermath of a disaster, whether it be fire, water/wind damage, vandalism or bomb threat, with no loss of life if the occurrence takes place during library hours. In addition, it is hoped that prior planning and quick implementation of this plan will limit damage to the collection, equipment, and the building.

The director/manager and library board will regularly update the plan. The library director/manager and staff are responsible for responding to any disaster that occurs in the library.

Evacuation Procedures

- Remain Calm
- Always respond to an evacuation order. Do not assume the situation is a drill or a false alarm.
- Remember that human safety is always the highest priority.
- Turn off electrical equipment if it is safe to do so.
- Assist anyone who requires help in leaving the building.
- Evacuate in an orderly fashion according to the evacuation routes that have been established.
- Move away from the building to the assembly area that has been designated in advance. Be sure not to block the street, driveway, or entrances.
- Do not reenter the building until instructed to do so.

Clearing the Building

Main Floor - Children's Area, bathrooms, computer area, Periodical Reading Room, offices

Basement Floor - Archives, Small Meeting Room, Large Meeting Room, bathroom, Children's Playrooms

Response

In the event of an emergency/disaster, the first person to observe the event should immediately dial 911 if appropriate and contact the director/ manager. Also contact the Board of Trustees president and the mayor.

All numbers are listed below in order of contact preference:

Emergency Phone Numbers

POLICE, AMBULANCE & FIRE, 911

DIRECTOR/MANAGER, Judy Schewe 490-0813

BOARD PRESIDENT, Aaron Mumby 750-2017

POWER NYSEG 1-800-572-1131

PLUMBING & HEATING, Jim Colmer 704-2639

ELECTRICITY, Rick Martin 314-6477

MAYOR, Brian Schenk 755-5615

VILLAGE CLERK, Tamara Hicks 374-2435

CODE ENFORCEMENT OFFICER, Frank Mueller 704-0414
HIGHWAY SUPERINTENDENT, David Voss 738-0702
INSURANCE AGENCY, Mitchell Insurance 374-2629
SECURITY COMPANY, Casco 424-5000

EMERGENCIES

Fire

Staff should not panic, but should not underestimate the potential danger which a fire presents to patrons of staff. At the first indication of smoke or flame, investigate the situation to determine its extent and location.

If the staff can contain and extinguish the fire quickly, proceed to do so. However, if there is any doubt that the fire can be controlled, immediately call 911 and clear the building.

The time to think about fires is before they happen. Staff members should familiarize themselves with the type, location and application of the fire extinguisher(s) in the building. Fire extinguisher(s) are inspected and dated annually.

Health Emergencies

Staff members should exercise great caution when administering first aid of even a minor nature to assure the safety of an ill or injured individual, and to protect themselves and the library against liability. Without specialized training it is not advisable for staff to do more than keep the ill or injured person comfortable and shielded from needless disturbance until medical help arrives. Since each case is unique, staff members should use their best judgment to do what is prudent and reasonable. The Emergency Squad and police should be called immediately at 911 in the event of any serious problem.

No medication of any kind, including aspirin, should ever be dispensed to the public.

Power Outage

If a power outage, or blackout has occurred, contact NYSEG. Emergency lighting will engage. Find out if there is power to the rest of the building. If there is, advise the director/manager. Follow their instructions to see if power can easily be restored. If not, evacuate the building and call the utility company, NYSEG.

BOMB THREATS

Keep the caller on the line as long as possible. Ask him to repeat the message and try to write down every word that he speaks. 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, music, conversation and other sounds that may indicate the call's origin. Listen closely to the voice (male, female, pitch,

cadence), voice quality (calm, excited), accents and speech impediments. Call the police immediately after the call ends. Clear the building. The police will handle the actual bomb search.

VANDALISM

If vandalism has occurred DO NOT TOUCH ANYTHING until directed to do so by authorities. CALL THE POLICE. After advising the library director/manager or town supervisor, visually scan area and document what you can see.

SEVERE WEATHER

Closing of the library during severe weather will be at the discretion of the Library Director/Manager and the Board President.

WRITTEN REPORT OF AN INCIDENT

Within 12 hours of an incident occurring, an incident report form should be completed describing the incident.

COMMUNICATION WITH THE MEDIA AND THE PUBLIC

The Library Director/ Manager will be responsible for all interaction with the media and the public. It is essential that no one else provide information. Press releases should be issued periodically to local newspapers, TV, radio stations, and social media. It is important to inform patrons and other interested parties of the extent of the damage and the progress of recovery efforts.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by Naples Library Board of Trustees on May 26, 2015. Revised March 22, 2016, October 16, 2019.