

KINDERHOOK MEMORIAL LIBRARY DISASTER RESPONSE POLICY

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A. LOCATIONS OF POLICY

On premises: Office file cabinet, folder marked "Disaster Response Policy"
Behind circulation desk, folder marked "Library Policies"

Off premises: Director's home
Board President's home
Building and Grounds Committee Chair's home

B. EMERGENCY CONTACTS

Library Director, Matt Pavloff	845-706-1467 (cell)
Board President, Gary Spielmann	518-755-3262 (cell)
Board Vice President, Patricia Altman	518-821-2575 (cell)
Ambulance	911
Fire, Palmer Engine & Hose Co.	911
Non-emergency, Matt Cohn VFD	518-755-9259 (cell)
State Police	911
Non-emergency	518-758-7010
Sheriff, Columbia County	518-828-3344
Animal Control, Town of Kinderhook	518-275-9983
Columbia County Department of Health	518-828-3358
Poison Control	800-222-1222
Child Abuse Hotline	800-342-3720
Domestic Violence Hotline	800-942-6906
Mayor, Michael Abrams	518-929-0519

C. LIST OF PROVIDERS

Building Issues: Jim Romanchuck	518-821-5518
Cleaner: Toseia Myers	518-512-3271 (cell)
Electric supply: National Grid, Acct #28575-35107	
800-892-2345 (emergencies)	
800-867-5222 (outage)	
800-664-6729 (business office)	
Electrician: Stuyvesant Mechanical	518-758-9271
Fire alarms: FireLite Alarms	800-627-3473

Fire extinguishers: Sausbier's, Inc.	518-828-3748
Fireplaces: Amanda's Fireplace	518-828-9337
Handyman: Tom Hall, Hall Construction	518-365-0295 (cell)
HVAC: RMB Heating and Cooling LLC, Mechanical, Inc	518-875-9995
Insurance: Michael Van Allen, MetzWood	518-392-5161
Locksmith: City Locksmith	518-828-0538
Plumbing: Stuyvesant Mechanical	518-758-9271
Propane: First Fuel	518-828-8700
Security cameras: Garnet, Chris Curtis	518-728-5361 (cell)
Snow/ice removal/lawn maintenance: Tom Hall	518-365-0295 (cell)
Telephone/Internet: Spectrum	877-636-3278
Phone Acct # 202-617-516-101-001 security code 2157	
Internet Acct #128 164 201 security code 5620	

D. PREPARATION

- Keep the Disaster Response Policy available behind the circulation desk and filed in the office.
- The staff and trustees need to be aware of its location and contents.
- Review hierarchy for calling during emergency.
- Review and update the policy annually, including names and telephone numbers of emergency contacts.
- Maintain annually disaster kit, fire extinguishers, first aid kits, emergency supplies, etc.
- Keep access to exits, fire equipment, electrical panels, and plumbing valves clear.
- Store valuable records and materials in the safe in the basement.

E. IN-HOUSE EMERGENCY EQUIPMENT AND SYSTEM SHUT-OFF LOCATIONS

- Emergency supplies for immediate response – in bin in basement
- Keys for doors, patio hydrant, paper towels, toilet paper – at circulation desk
- Keys for copier, petty cash, patio hydrant, paper towels, toilet paper – in Director's desk (paper towels and toilet paper are stored in the closet in the meeting room)
- Main electrical cut-off switch – on panel in furnace room (see photo)
- Main water shut-off valves – on wall in furnace room (see photo)
- Thermostats – a tablet in the closet in the meeting room programs seven zones and multiple thermostats
- Boiler over-ride switch – on wall in workroom and on boiler itself (see photo)
- Fire alarms – several pull-downs in each room (see map)
- Fire extinguishers (see map)
- Fire sensors – several in each room (see map)
- Carbon monoxide detectors – in ceilings (see map)
- First aid kits – emergency kit in bin in basement; in office in cabinet over sink, top shelf; in meeting room in large cabinet to the left of the sink, top shelf

F. EMERGENCY SUPPLIES FOR IMMEDIATE RESPONSE, in bin in basement

- Flashlights – 2 heavy-duty, with fully-charged batteries

- First aid kit
- Battery-powered radio
- Roll of plastic sheeting
- Scissors
- Gallon-size Ziplock bags
- Buckets
- Bottled water
- Rubber/latex gloves
- Paper towels
- Dust masks
- Duct tape
- Large trash bags
- Lysol cleaner
- Sponges

G. BUILDING EVACUATION

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with that 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 note if the person does not seem to understand.
- Do not grasp a visually impaired person's arm. Ask if they would like to hold onto your arm as you exit, especially if there is debris or a crowd.

H. PRIORITIES FOR SALVAGING MATERIALS

In case of a disaster, salvage items in the following order:

- All local history materials in the quiet reading room and scrapbooks in Director's office
- All artwork and ephemera from both the main room and the children's room
- Library Director's computer
- Binders of past board meetings on shelves in main room in basement; binders of current board meetings in Director's office. (Also, 2012 to present back-up minutes are stored on Library Dropbox account.)
- All materials on loan from other libraries on the reserve shelves behind the circulation desk.

I. FIRE

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguishers in the building. Orient all staff and volunteers to this information.

- Do not panic but do not underestimate the potential danger to patrons and staff presented by a fire.
- If there is any doubt about whether the fire can be controlled, immediately call 911.
- At the first indication of smoke or flames, evacuate the building and investigate the situation to determine location and extent of fire.
- If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so.
- In a severe situation, follow the Priorities for Salvaging Materials, if possible.
- Notify the Director or, if unavailable, the Board President.

J. FLOODING AND WATER DAMAGE

- If there is an immediate water leak that will cause damage, shut off the main water valves in furnace room.
- If plumbing related call Stuyvesant Mechanical 518-758-9271.
- If there is a flood, remove library materials from lower shelves first. Move books to a dry area.
- For any water leaks, protect the area of damage with plastic sheeting located in the Emergency Supplies box in the basement.
- Shut down and unplug computers if they might get wet.
- In a severe situation, follow the Priorities for Salvaging Materials, if possible.

K. BOMB THREATS

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 spoken by the person.
- 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, background music, and any other sounds that might indicate the location from which the call is originating.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Immediately after the caller hangs up, call 911.
- Evacuate the building. The police will handle the actual bomb search.

In person:

- Evacuate the building.
- Call 911.

L. ACTIVE SHOOTER

Active shooter situations are unpredictable and happen quickly and are often over before law enforcement can arrive.

If the threat is inside the building, quickly determine the most reasonable way to protect your own life based on the situation:

RUN:

- Get out of the building immediately, leaving all belongings behind.
- If possible, take as many people as you can as you go.
- When you are safe, call 911. Use the phrase “active shooter” and be prepared to describe the attacker, location, and weapons.

HIDE:

- Lock and/or block all doors between yourself and the threat.
- Turn off lights and close blinds.
- Make sure you cannot be seen, keep quiet and still, and silence your cell phone.

FIGHT:

- As a LAST RESORT ONLY, fight as hard as you can against the attacker, working together with others if possible and using whatever tools are available.

If the threat is outside the building, either on the grounds or nearby:

- Lock down the building, securing all doors and windows and closing blinds.
- Keep everyone inside and hidden away from doors and windows.
- Call 911. Use the phrase “active shooter” and be prepared to describe the attacker, location, and weapons.

When law enforcement arrives:

- Stay in place until law enforcement arrives and instructs you to leave.
- Follow their instructions and evacuate in the direction they indicate.
- Keep your hands visible and empty.
- Stay in the location they send you until they tell you to leave.

M. POWER OUTAGE

- Call National Grid: 800-867-5222 (power outage)
- The library should be closed to the public. Assist patrons in evacuating the building. Check bathrooms to make sure patrons are not trapped inside without light.
- There are flashlights located at the circulation desk and in the Emergency Supplies bin in the basement.
- If the Director is not in the building, contact them to explain the situation.

N. SEVERE ELECTRICAL AND OTHER STORMS (e.g., tornadoes)

- Close all exterior doors and windows
- Shut down and unplug all computers
- Keep everyone away from windows
- Prepare for power outage

- In case of tornado, do not leave building. Go to basement or interior room.

O. HEALTH EMERGENCY

Staff should exercise caution when administering first aid of even a minor nature because of the safety of the injured person and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake action more than keeping the sick or injured person comfortable and protected from needless disturbance or further harm, until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

- Call 911 immediately in the event of any serious problem.
- No medication, including aspirin, should ever be dispensed to the public.
- The one exception is those staff members who have had overdose/Narcan training.
- First aid supplies are located in the emergency kit in the basement, in the office, and in the meeting room (see section E).

P. NO HEAT

The Building Code of New York State defines the temperature at which the library must be between September 15th and May 31st. For the public, the temperature cannot be less than 68°F, and for the staff, not less than 65°F. If the temperature falls below 68°F, close the library to the public. If the Director is not in the building, contact them about the situation. The Director must authorize staff to contact the following for repairs to the heating system:

Rooftop HVAC units: HVAC: RMB Heating and Cooling LLC, Mechanical, Inc 518-875-9995

Q. SNOW STORMS

In the event of a snow or ice storm, it may be necessary to close the library. The Director or Board President will determine whether to close the library. The library website, social media sites, and answering machine message will be changed to reflect the closing.

R. DISASTER RESPONSE POLICY MAP

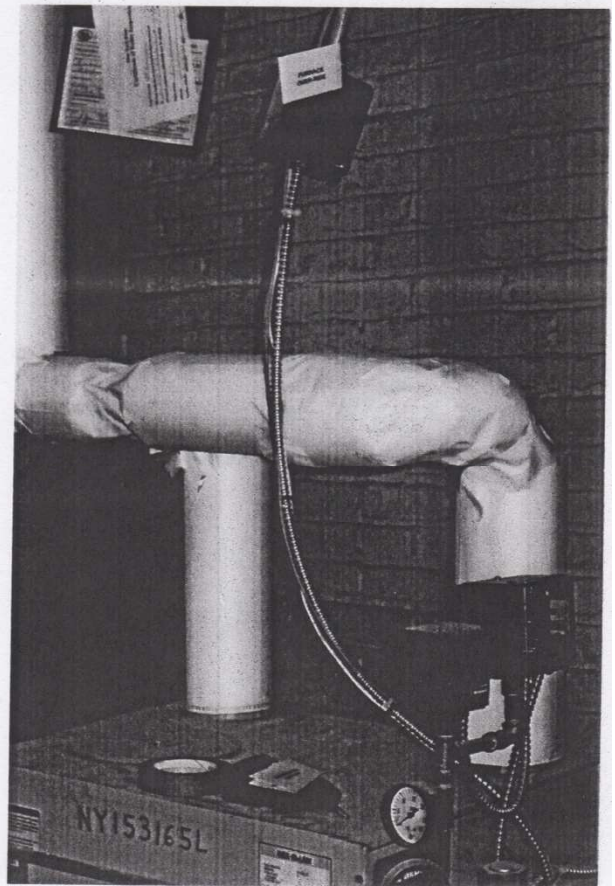
See attached maps and photographs for more information

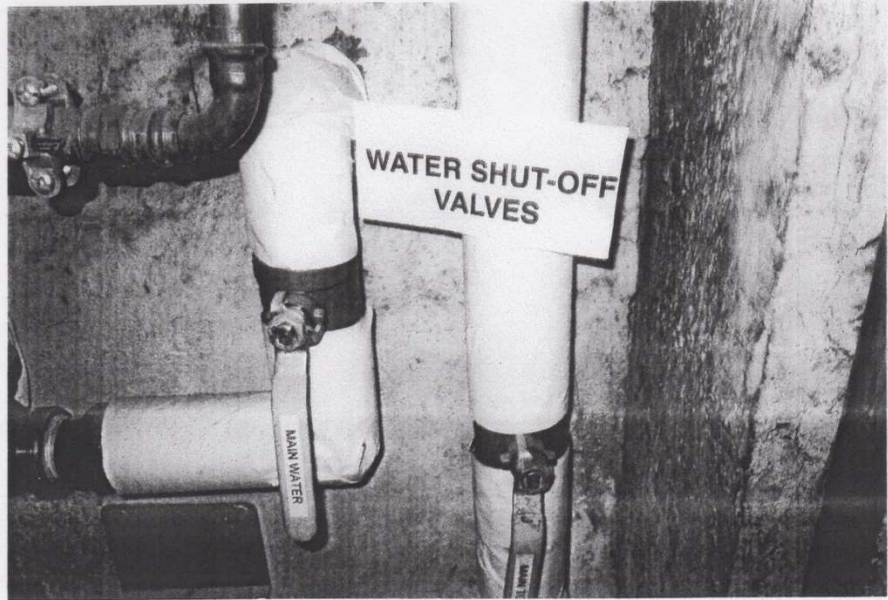


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furnace
room



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