

**Fort Edward Free Library  
Policy Manual  
Disaster Plan**

**Preparation:**

Keep the Disaster Plan available in appropriate location.

The staff and directors need to be aware of its location and contents.

Review and update the Disaster Plan regularly. (Names, addresses and telephone numbers of personnel, service providers and government offices. Include police, fire, Board members, Vicki, Lynn, Richard).

Maintain fire alarms, fire extinguishers, first aid kits, etc.

Keep access to exits, fire equipment, electrical panels and plumbing valves clear.

Store valuable records/materials in fire/waterproof areas.

Keep storage cabinets, doors/drawers closed when not in use.

Maintain a disaster kit and update the emergency supply inventory two times a year.

It should include:

- First Aid Kit
- Rubber/latex gloves
- Battery-powered radio
- Flashlights
- Extra batteries
- Scissors
- Zip-Lock bags
- Food and Water
- Blankets

**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 he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the 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 statement if the person does not seem to understand.

Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

**Fire Emergency:**

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

Call 911.

Evacuate the building, checking the restrooms.

Close the doors and windows if it can be done safely.

Wait outside for the Fire Department.

Do not re-enter the building until the Fire Department says it is safe to return.  
Call the library director or assistant.

### **Health Emergency:**

#### **Covid – 19 Virus: Listed separately under Covid-19**

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 member should use their own judgment as to what action is prudent and reasonable. **No medication, including aspirin, should ever be dispensed to the public.** Call 911. Call the library director. Call parent/guardian if its a minor. Fill out an accident report.

### **Snow Emergency:**

Closings are at the library director's discretion or the Board president. If he/she is unavailable the staff should use their own judgement.

### **Severe Storms:**

Close all exterior doors and windows. Shut down the computers. Prepare for a power outage.

### **Tornadoes:**

Do not leave the building. Shut all exterior windows and doors if there is time. Go to the basement or an interior room. Prepare for a power outage.

### **Flooding:**

Shut off the water valve or the electric to the pump. Call the plumber. Call the library director and Board president.

### **Bomb Threat:**

If 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 he/she says. If the call does not indicate the location of the bomb, or the time of possible detonation, ask for this information. Pay attention to peculiar background noises such as motors running, music, or any other sound that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm/excited), accents, and speech impediments. Call 911. Evacuate the building.

If in person: Evacuate the building. Call 911.

**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.

**Local/National Emergencies:**

Monitor the news and follow any instructions given. Call the library director and/or Board president. Evacuate the building or remain in a safe area of the building.

**PHONE NUMBERS:**

Director:	Vicki Plude	747-3940
Board President:	Michelle D'Angelico-Taylor	747-5235
Police		747-6365
Fire		911
Plumbing & Heating	Billington Plbing & Htg.	798-3732
	Wetherby Plbing & Htg.	747-7060
All other emergencies		911

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