

DISASTER POLICY

Table of Contents

I.	Avoidance/Preparation	pg. 2
II.	Emergency Contact List	pg. 3
III.	Emergency Closing	pg. 3
IV.	Working Remotely	pg. 4
V.	Heath Emergencies	pg. 4
VI.	Employee Health Screenings	pg. 5 & 6
VII.	Personal Protective Equipment (PPE)	pg. 6
VIII.	Quarantining Materials	pg. 7
IX.	Bomb Threats	pg. 8
X.	Emergency Evacuation	pg. 8
XI.	Gas Leaks	pg. 9
XII.	Electric Emergency	pg. 9
XIII.	Disaster Procedures- Water	pg. 9 &10
XIV.	Disaster Procedures- Vandalism	pg. 10
XV.	Emergency Shut Off Procedures – Water	pg. 10

DISASTER POLICY

I. Avoidance/Preparation

1. Library staff will secure the building at closing time, and activate the security alarm when exiting the building. Library staff will de-activate the alarm when entering the building, and do a circuit of the interior of the library to make certain everything is secure.
2. Staff should be familiar with the location, type, and application of the fire extinguishers in the building. The fire extinguishers will be checked by a fire extinguisher maintenance professional on an annual basis.
3. The town/village code enforcement officer will make periodic inspections of the building.
4. All staff should be made aware that 911 is the all-purpose emergency number to be used in event of an emergency that requires immediate assistance from the fire department, police, or serious medical emergencies.
5. The work paths and exit paths should be kept clear of any clutter or storage materials.
6. Staff needs to be aware of the physical condition of the library building, and to report any leaks, running water, broken glass, or anything out of the ordinary to the Library Director, or a library trustee.
7. A supply of garbage bags, paper towels, disposable gloves, and other cleaning supplies will be kept for any initial, small cleanups.
8. The Board of Trustees (or Maintenance Committee) shall conduct an annual walk-through of the library building and grounds to evaluate the condition of the building and note any hazardous conditions.
9. A copy of records critical to the operation of the library shall be stored off-site in a safety-deposit box and updated periodically. Records pertaining to the circulation, item holdings and patron databases will be stored at the OWWL Library System.

DISASTER POLICY

II. Emergency Contact List

A list of contact numbers for the Board of Trustees, building and computer/networking emergencies is maintained on the bulletin board in the Library Director's office, posted at the front circulation desk and posted in the staff work area.

DISASTER POLICY

III. Emergency Closing

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on library property. The library cooperates fully with public safety agencies and emergency service providers. Emergencies or catastrophes, including but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, health emergencies, or terrorism may require closing the library. The Library Director, or senior staff person in charge, will determine when to close the library during an emergency or catastrophe, and contact the members of the Board of Trustees.

If the library is closed due to emergency conditions, an interim work or telecommuting schedule may be developed, and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

All library closures will be communicated to the public on the library's website, and social media accounts. The staff will be notified of library closures by the Director or designee of the Director.

If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work. Staff who were scheduled to be absent due to vacation, illness, or other leave will not receive extra pay for the time the library is closed.

DISASTER POLICY

IV. Working Remotely

If the library is closed, staff members may work remotely/from home under the following guidelines:

1. The employee position must be conducive to working remotely
2. All remote work requests must be approved by the Director, or a person designated by the Director.
3. The Board of Trustees should be advised of the staff working remotely by the next Board meeting.
4. The staff member must be able to demonstrate their ability to complete essential job duties while working remotely
5. Remote working hours must comply with the staff member's regular working schedule
6. Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time
7. Staff members are responsible for providing, when possible, the necessary technology and equipment to facilitate their work remotely

Staff members will not be reimbursed for phone calls, internet access, equipment, or other expenses incurred.

DISASTER POLICY

V. Health Emergencies

911 should be called immediately in the event of any serious health problem. Due to the potential of liability, staff is advised to only ensure the comfort of the sick or injured patron until medical help arrives. No medication should ever be dispensed to a sick or injured person.

DISASTER POLICY

The Library Director, under the authority of the Board of Trustees, is designated to enforce this policy and the following processes in Sections VI through VIII when required to comply with current public health mandates and laws to ensure a safe workplace using these guidelines:

VI. Health Emergencies

Employee Health Screening for COVID 19

1. Mandatory, continuous health screening practices will be implemented for all staff
2. Screening will be performed remotely and reported to the Director before a staff member reports to the library
3. Screening will include individual staff members:
 - a. Taking their own temperature and attesting that they do not have a fever
 - b. Attesting they have not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19
 - c. Attesting they themselves have not tested positive for COVID-19 in the past 14 days nor have they experienced any symptoms of COVID-19 in the past 14 days
 - d. They have not traveled to or from any geographical location currently on the NYS travel advisory for COVID-19
4. All staff screening responses collected on a daily basis will be reviewed by the Director and a record of such review will be maintained
5. If a staff member has a fever, they are not to report to work or they must leave the premises immediately, if already at work, and monitor symptoms
6. If a staff member experiences the following symptoms, even if a fever is not present, they are not to report to work or they must leave the premises immediately, if already at work, and notify the Director:
 - a. Fatigue, Dry cough, Shortness of breath, Aches and pains, Sore throat, Nausea
 - b. Loss of smell or taste
7. If a staff member tests positive for COVID-19 they must not report to work or they must leave the premises immediately, if already at work, and notify the Director
8. The Director will notify the local department of health if a staff member tests positive for COVID-19 and follow guidance specific to workplaces with a positive COVID 19 case.

9. If a staff member has a fever or symptoms consistent with COVID-19 they must not report back to work until after they have consulted with their healthcare provider and their county health department. They will need to meet all of the current criteria established by NYS Forward and their local health department in accordance with CDC guidelines before returning to work.
10. If a staff member tests positive for COVID-19 they must not report back to work until they have consulted with their healthcare provider and their county health department. They will need to meet all of the current criteria established by NYS Forward and their local health department in accordance with CDC guidelines before returning to work.

The Director will keep the health status of staff members confidential.

Reporting to work with a fever or symptoms consistent with COVID-19 or failure to adhere to the guidelines outlined above will be considered a violation of library policy and may result in disciplinary action.

Compensation

Employee paid sick leave is currently offered by the library.

DISASTER POLICY

VII. Personal Protective Equipment (PPE)

1. All individuals are required to wear a mask or face covering inside the library's facilities and when interacting with library staff and other patrons.
2. Individuals who cannot medically tolerate the wearing of a mask or face covering are asked to contact the library before visiting so reasonable accommodation(s) for services can be provided.
3. Masks or face coverings may be cloth or homemade so long as they comply with the guidance outlined in Executive Order 202.17 or future executive guidance.
4. Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the Center for Disease Control (CDC).
5. Patrons are not permitted to approach other patrons to comment on or question their PPE practices. Concerns regarding the practices of other patrons should be directed to the library staff only.
6. Along with wearing PPE, the library will enforce strict social distancing guidelines of at least 6 feet between all individuals on library property. Patrons refusing to abide by this policy will be subject to the corrective action steps, including possible banning, as outlined in the library's Code of Conduct

DISASTER POLICY

VIII. Quarantining Materials

Under current guidelines, library materials should be quarantined before they are checked in and re-shelved with the collection. Because of the variety of materials returned to the library, quarantining is recommended as the safest and most effective way to disinfect them.

All library staff will be thoroughly trained on the following procedures, especially proper wearing and disposal of PPE before, during, after the handling returned materials.

1. All materials must be returned in the library's Book Drop or inside book bin.
2. Clear signage communicating the protocols for returning materials will be posted
3. One (1) corner of the Community Room will be designated as the Quarantine Area
4. Boxes and totes will be used to transport and separate materials in the Quarantine Area
5. PPE (gloves and mask) will be worn when emptying the Book Drop and working in the Quarantine Area
6. The Book Drop will be emptied twice a day during regular library hours: once at opening and again at closing.
7. Returned materials will be transported from the Book Drop to the Quarantine Area
8. The newly quarantined materials be labeled with the date and time and left until quarantine has ended.
9. Surfaces such as door handles, book returns, booktrucks, and bins that were touched during the transfer of materials will be disinfected
10. Staff will immediately dispose of gloves and thoroughly wash hands
11. When quarantine has ended, materials will be removed from the Quarantine Area, checked in and routed to its appropriate location.

DISASTER POLICY

IX. Bomb Threats

Keep the caller on telephone as long as possible. Have a co-worker call 911 to alert the authorities. 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 the possible, **ASK FOR THIS INFORMATION**. Pay particular attention to peculiar background noises, such as motors running, background music, and any other sounds which may indicate the location from which the call is originating. Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments. Clear the building. The police will handle the actual bomb search.

DISASTER POLICY

X. Emergency Evacuation Procedures

Remember: R-A-C-E

i. RESCUE:

- a. Remove any person(s) in immediate danger.
- b. The staff member who discovers the fire begins the evacuation procedure by announcing loudly, but calmly, that there is a fire in the library and that everyone must leave the building.

ii. ALARM:

- a. Sound the alarm.
- b. Staff members will pull the closest fire alarm.

iii. CONFINE:

- a. Confine the area by closing the doors.
- b. When practicable, staff members will close interior doors to contain the fire.

iv. EVACUATE:

- a. Initiate evacuation procedures.
- b. Staff members will assist patrons to the closest usable exit depending on the location of the fire.
 - Front entrance doors
 - Emergency south exit door at the rear building next to staff restroom.
 - Large meeting room exit door.

DISASTER POLICY

XI. Gas Leaks

If a gas leak is discovered:

1. Do NOT attempt to try turn off gas!
2. Evacuate the building as quickly as possible.
3. Do NOT touch anything, do not turn lights on or off, do not try to call 911 from inside of the building.
4. Call 911 when outside the building. They will contact emergency services.
5. Contact the Library Director, the Board of Trustees Maintenance Chairman, and President of the Board of Trustees.
6. Make certain that someone has contacted NYSEG.

DISASTER POLICY

XII. Electric Emergency

1. Do NOT attempt to try shut off electricity to the building.
2. Evacuate the building as quickly as possible.
3. Do NOT touch anything, do not turn lights on or off, do not try to call 911 from inside of the building.
4. If necessary, call 911 when outside the building. They will contact emergency services.
5. Contact the Library Director, the Board of Trustees Maintenance Chairman, and President of the Board of Trustees.
6. Make certain that someone has contacted NYSEG.

DISASTER POLICY

XIII. Initial Procedures in a Disaster

1. If water damage has occurred:

- a. Advise the Library Director, or a member of the Board of Trustees of the situation.
- b. In cold weather, turn the heat to 50° F.
- c. Open doors if air outside is cool and dry but not freezing. If electricity is functional, use electric fans to expel humid air from the building. Wear disposable gloves and remove any materials from puddles of water on floors. **DO NOT TURN UP THE HEAT.** This will prevent mold and mildew damage as much as possible.
- d. The Library Director will contact the OWWL Library System and the library insurance carrier to apprise them of the situation and request their assistance.

DISASTER POLICY

XIV. Initial Procedures in a Disaster

2. If vandalism has occurred:

- a. Advise the Library Director, or a member of the Board of Trustees of the situation.
- b. Take a visual assessment of the damage. Document on paper what you see. Do not touch anything in the area of the damage until directed by the Library Director, or a member of the Board of Trustees. They will make the call to the police who will investigate the situation.
- c. The Library Director will contact the OWWL Library System and the library insurance carrier to apprise them of the situation and request their assistance.

DISASTER POLICY

XV. EMERGENCY SHUTOFF PROCEDURES

1. Water Shutoff

- a. Each sink and toilet has a shut off valve in each incoming water line. If faucet or toilet is leaking, these can be used to stop water flow.
- b. If the leak is in the lines before the valves, there is a main shut off valve just above the water meter. This is located between the hall furnace and workroom wall. Pull the green handle toward you until it is perpendicular to the pipe. This will shut off all water to the building.
- c. Electricity for the hot water tank is controlled by circuit breaker #7 in electric panel "B".