

Chester Public Library
Emergency and Disaster Policy

The library director (or designee) may close the Chester Public Library when, in his or her judgment, conditions are such that they pose a safety risk or danger to staff and patrons. Staff should alert the director when conditions warrant closure. Conditions that warrant closure of the library include those that endanger the health or safety of the staff or public. Staff members who are sent home will be paid for the remainder of their normal work shift.

If the building must be evacuated, the staff member in charge must ensure that all members of the public and staff have left the building. The building will then be secured. The library director, police department, town supervisor and president of the board of trustees, are to be informed of the evacuation and closure as soon as it is safe to do so.

Staff should take care to ensure that minors have safe passage home if the library must close. If a parent or guardian cannot be contacted, two staff members (or a staff member and a volunteer) must stay with the child until transportation can be arranged. If possible, contact the police.

Emergency kits will be maintained at the front desk. These kits will be checked periodically to ensure that all items are available and replenished as needed.

In the event that inclement weather or other conditions make it unsafe to open the library, the library director will notify staff that they should not report to work or that the library will open on a delayed schedule. Staff members who are notified that they should not report to work will receive their regular pay. Staff on sick or vacation leave during an emergency closure will have their time charged to those pay accounts. Depending on the exact nature of the emergency closure, key staff may be required to report to work.

Following any emergency, department heads must assess any damage to their areas of operation and submit a report to the library director. The library director will provide a report on the emergency and its handling to the board of directors at their next meeting.

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

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- * Close the doors and windows if it can be done safely
- * Wait outside for the fire department
- * Do not reenter the building until the fire department says it is safe to return
- * Call the library director

Health Emergency

Staff members 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 the staff member to undertake more than keeping a sick or injured person comfortable until medical help can arrive. No medication, including aspirin, should ever be dispensed to the public.

- * Call 911
- * Call the library director
- * Call the parent/guardian if the person is a minor
- * Fill out an accident report

Water Damage

Water leaks generating from the ceiling could be related to the air conditioning units. Turn OFF the air conditioning, and turn the fans to ON. Tarps are located downstairs in the basement storage area. Use them to cover any stacks or equipment underneath the leaks. Move any exposed books to a dry area. If possible, use trash receptacles to catch leaks.

Water damage due to other reasons should be handled accordingly. Use tarps and move materials and equipment to a dry area whenever possible.

- * Call library director
- * Call Town Supervisor
- * Call Town Councilman in charge of buildings

Power Outage

Evacuate the library. Call Orange & Rockland to report outage and determine length of time that building may be without power.

- * Call library director

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No Water

Close restrooms to the public. Call the water department to report the problem and to determine the length of time that the building will be without water.

* Call library director

Phone Numbers:

Police and Fire 911

Director: [REDACTED]

Board President: [REDACTED]

Town Hall 469-7000

Town Supervisor: [REDACTED]

Councilman in charge of Buildings:
[REDACTED]

Town Insurance Agent: [REDACTED]

Orange and Rockland Utilities 877-434-4100

Water Department: [REDACTED]

Town Emergency Management Officer:
Police Chief, [REDACTED]

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