

General Guidelines

1. Keep calm.
2. Quickly gather as much information as possible in a reasonably short period of time, such as the nature and location of the emergency.
3. Evacuate the area if the threat of danger is imminent and secure the area from entry.
4. Summon the appropriate emergency agency (police, fire or ambulance) by calling 911 and stand available to direct them to the source of the problem.
5. Senior/supervisory personnel should interview all staff and patrons involved or witness to the incident and report to the Director.

Accident/Incident Reports

Library employees are required to report all accidents or unusual incidents to the Library Director in writing by filling out an Incident Report form. The time, place, nature and circumstances of the accident/incident are to be included in the report. The report should also list the names of any library employees or patrons who may have witnessed the accident or incident.

Emergency Closing Criteria

The staff member in charge may contact the Director to determine the need for an emergency closing. If unable to contact the Director, or situation does not allow sufficient time to do so, the staff member in charge will determine the need for an emergency closing. The following criteria may be used to determine if an emergency closing is necessary.

1. Does the situation pose a risk to patron health and/or safety?
2. Does the situation pose a risk to staff health and/or safety?
3. Is it safer to remain in the building during this situation?
4. Will situation affect the staff's ability to perform essential operations? If so, for how long?

Staff Member in Charge

The staff person in charge is expected to use his or her best judgment in any emergency situation. The highest/most senior staff person present from the following list is the staff member in charge.

Head of Adult Services

Head of Youth Services

Administrative Assistant

Head of Circulation/Technical Services

Adult Services Reference Librarian

Youth Services Reference Librarian

Snow Closing Policy

The following factors will be considered to decide if the Library will close due to snow: Clarkstown Central School District closings, weather predictions, current state of parking lot, and road safety conditions.

Power Outage/Water Outage

Power or water outage of more than two hours' duration may necessitate an Emergency Closing. If power/water is out evacuate the building.

Emergency Closing Procedures

1. Inform staff and patrons of emergency closing. Have patrons evacuate the library. Post signs at entrance. Lock library doors.
2. After staff person in charge determines that an emergency closing is necessary, he or she is responsible for contacting the Director as soon as possible.
3. If the situation permits, stay with any patron who cannot leave due to lack of transportation. Help them to contact family or friends to get a ride. Children should not be left unattended and the Clarkstown Police should be called if an excessive amount of time has passed waiting.
4. Use phone tree to notify all staff of closing, when to report to work, and alert staff to monitor local media. Each department supervisor will be responsible for notifying his or her personnel or assigning someone to do the notification. This includes notifying library staff scheduled to work the next shift.
6. Staff should set alarms as usual when leaving unless prevented from doing so (i.e. power outage).