

DRAFT
SHELTER ISLAND PUBLIC LIBRARY SOCIETY
EMERGENCY AND DISASTER PLAN

Adopted: April 12, 2021

Emergency/Important Telephone Numbers

Ambulance/Fire/Police: DIAL 911

Police Department (Non-emergency): (631) 749-0600

Emergency Medical Services (non-emergency): (631) 749
1308

Fire Department (center, non-emergency) :(631) 749-
0184

Poison Center: (800) 222-1222

Electrical Outage/ Downed Wire: PSEG Long Island: (800)
490- 0075

Animal Control Officer: (631) 749-5771

Town Hall: (631) 749-0291

School: (631) 749-0302

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The Disaster Plan aids the administration and staff of the Shelter Island Public Library Society (the “Library”) in dealing with a disaster or emergency situation, including situations that occur within the building and on the ground. Staff and patron safety is always the most important factor when dealing with disasters, emergencies or patrons incidents

DELINEATION OF AUTHORITY: The Library Director routinely contacts the President of the Board of Trustees when planning to close the library at any other time than regular closing. In situation that may be considered disasters or emergencies, the Library Director assumes the role of Library Emergency Coordinator. If the Director is not in the building the normal chain-of-command will determine which staff member assumes this role.

Emergencies often involve the closure and orderly evacuation of the facility. The Library Emergency Coordinator will:

Take full control upon being notified of a disaster or emergency or any other problem
Assess the situation.

Take steps to resolve the situation as per training and policy if possible, closing and evacuating the premises in an orderly fashion if necessary.

Notify appropriate outside agencies as needed. **If unsure about the need for outside personnel, err on the side of safety and call the police.** Be prepared to turn over control to outside agencies for the duration of the emergency. Do not hamper outside agencies handling of the emergency by asking for information or update. Do not approach outside agencies during an emergency as they may not be aware that you are a staff person.

As soon as possible, the Library Emergency Coordinator will contact the Director if he/she is not present during the incident.

As soon as possible, the Library Emergency Coordinator will document all activities using the Incident Report form.

The Library Emergency Coordinator will contact the IT/Network Administrator and ask him/her to list the closing information on the Shelter Island Public Library website and social media pages. The Director should notify the Shelter Island Reporter and the Shelter Island Gazette and update the phone message. The Director should update the SCLS Closings page.

Emergencies include, but are not limited to:

1. Weather related: tornado, hurricane, flood, blizzard, earthquake, etc.
2. Nuclear incident/accident
3. Falling, slipping, seizure, heart attack or other patron health issues
4. Drug overdose
5. Fire, explosion or bomb threat
6. Structural failure
7. Poisonous/noxious gas release
8. Loss of utilities
9. Biochemical contaminations or biohazard
10. Vehicular accident
11. Active shooter incident
12. Disruptive or dangerous patron

EMERGENCY CLOSINGS POLICY

The Director is empowered to close or reduce the hours of operation of the Library due to unhealthy conditions, unsafe building conditions, unsafe weather conditions or other emergencies such as heating or cooling problems, or the lack of available staff. In the absence of the Director, the Assistant Director is authorized to make this decision. The Director or Assistant Director will alert the President of the Board of Trustees prior to closing the building.

In the event of an emergency closing, scheduled staff will receive their regular pay for all hours affected. Staff who are absent, including unscheduled staff, and staff using Sick Leave, Vacation Time, and/or Personal Time will not be compensated.

Notice of closing will be shared with all staff by text or telephone call. The Board of Trustees will be notified by email. Notice of closing will be posted to the Library website and social media platforms. The Shelter Island Reporter, the Shelter Island Gazette and WLNG will be notified.

SAFE SPACE

The American Legion porch at 1 Bateman Road is our designated off-site safe space.

ACCIDENT

An accident is defined as an occurrence resulting in personal injury. Always put on gloves before touching anyone who is bleeding. Gloves are located in the office near the Assistant Director's desk, behind the circulation counter and near the Youth Services Librarian's desk. Only administer ice and Band-Aids, all other first aid must be administered by EMS.

1. Call 911.
2. Depending on the location of the accident, tell EMS to enter through the front door on North Ferry Road or the downstairs entrance on Bateman Road.
3. A staff member should stay with the injured person at all times. Do not move the person. If possible, try to get the name and phone number of a family member and notify them when the person is being transported to the hospital. Ask the ambulance crew which hospital they are taking the person to.
4. Fill out the Incident Report immediately. If there were witnesses, please get their information. Take pictures of the location of the accident.
5. If the Director is not in the Library, please notify him/her by telephone or text message as soon as possible.

ACTIVE SHOOTER INCIDENT

Active-threat incidents, including active shooter incidents, require protocols beyond orderly evacuations. Staff should respond immediately. Staff members should instruct patrons and staff to take cover or, if possible, to evacuate the building.

Staff members should be familiar with safe spaces and escape routes throughout the building and be prepared to quickly evacuate themselves and patrons, as necessary. The American Legion porch at 1 Bateman Road is the designated off-site safe space. Leave all personal belongings. Do not use the elevator. Once safely away from the building, call 911 to alert Police

If escape is not possible, or if it is safer inside the building than outside, proceed to a safe space. Optimal safe places should have thick walls, doors with locks and first aid emergency kits. Safe spaces inside the building include closets, the director's office and restrooms. This list of spaces should not be construed as absolute recommendations. The type of event, its location, and its duration will affect the most appropriate location to shelter-in-place. Silence is imperative. Mobile phone usage, including mobile phones used as lights, should be avoided so as not to draw the attention of the shooter. All electronic devices should be silenced. Remain in place until further direction is received from the Police.

Don't stop to try to care for a wounded person; EMS will do that when they arrive. Handicapped and disabled persons, the elderly and young children are particularly at risk during any emergency situation. If possible, assist those persons to safety, although most training materials recommend seeing to your own safety first.

All staff who have evacuated the building should congregate at the designed off-site safe place. No staff person should leave the area to go home or to other locations until the all-clear is formally issued and a head count has been taken.

The Director will communicate information on recovery and restoration of services.

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BOMB THREAT

Phone call:

1. Stay calm, take detailed notes about call and then call 911.
2. Direct all patrons to exit the building.
3. The Director, Assistant Director or staff member with the most seniority will check the building to make sure all patrons have left the building, including the bathrooms and book sale room.
4. Other staff members should exit the building and make sure patrons move to the designated off-site safe space.
5. After checking the building, remaining staff should exit the building and meet at the designated off-site safe space.

In-Person or By Note:

1. Stay calm, find out any information you can.
2. Do not touch any package, briefcase, etc. they might have.
3. Try to alert another staff member. If not possible, immediately call 911 when the person leaves.
4. Direct all patrons to exit the building.
5. The Director, Assistant Director or staff member with the most seniority will check the building to make sure all patrons have left the building, including the bathrooms and book sale room.
6. Other staff members should exit the building and make sure patrons move to the designated off-site safe space.
7. After checking the building, remaining staff should exit the building and meet at the designated off-site safe space

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DISORDERLY CONDUCT/DISTURBANCES

The Patron Behavior Policy outlines the guidelines for patron behavior. If there is a problem with a patron, the designated Library Emergency Coordinator should be notified so that he/she may ascertain the nature of the problem. The Library Emergency Coordinator should ask the patron to leave if necessary. Do not touch, threaten or challenge the patron. If the problem is critical or if the patron will not leave, **the police should be called using 911.**

DRUG OVERDOSE

1. Call 911.
2. Depending on the location of the patron, tell EMS to enter through the front door on North Ferry Road or the downstairs entrance on Bateman Road.
3. Call a staff member who is certified to administer NARCAN.
4. A staff person should stay with the person at all times. Do not move the person.
5. The staff member to administer NARCAN should refer to their training to determine if NARCAN is indicated.
6. If possible, try to get the name and phone number of a family member and notify them that the person is being transported to a hospital. Ask the ambulance crew which hospital they are taking the person to.

FIRE

Do not use the elevator if the fire alarm sounds.

Small Contained Fires:

1. If the fire alarm does not sound, go to the nearest fire alarm station and pull the alarm. This alarm goes to Suffolk Security who will notify the fire department.
2. Grab fire extinguisher
3. Ask all patrons to exit the building immediately.
4. The Director, Assistant Director or staff member with the most seniority will check the building to make sure all patrons have left the building, including the bathrooms and book sale room.
5. Other staff members should exit the building and make sure patrons move to the designated off-site safe space.
6. After checking the building, remaining staff should exit the building and meet at the designated off-site safe space.

Fire Alarm Sounds:

1. Ask all patrons to exit the building immediately, taking their belongings with them.
2. The Director, Assistant Director or staff member with the most seniority will check the building to make sure all patrons have left the building, including the bathrooms and book sale room.
3. Other staff members should exit the building and make sure patrons move to the designated off-site safe space.
4. After checking the building, remaining staff should exit the building and meet at the designated off-site safe space.

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HEART ATTACK/CHEST PAIN

7. Call 911.
8. Depending on the location of the patron, tell EMS to enter through the front door on North Ferry Road or the downstairs entrance on Bateman Road.
9. Call a staff member who is certified to give CPR and use the AED.
10. There is an AED machine on each floor, upstairs behind the circulation desk and downstairs near the elevator.
11. A staff person should stay with the person at all times. Do not move the person.
12. The staff member certified in CPR and AED should refer to their training to determine if CPR or the use of the AED is indicated.
13. If possible, try to get the name and phone number of a family member and notify them that the person is being transported to a hospital. Ask the ambulance crew which hospital they are taking the person to.

WATER EMERGENCY

1. Notify the Director or Assistant Director immediately of any water leaks or loss of water.
2. The Director or Assistant Director will assess the leak, turn off the water valve and close the Library if necessary.
3. Keep the public away from the area.
4. If necessary, evacuate the building, asking patrons to take their belongings.
5. If public must be kept away or the building is evacuated, call Police.
6. Staff should gather at the designated off-site safe space for a head count before leaving the area to return home.