

Cohocton Public Library Disaster Preparedness Policy

Cohocton Public Library is committed to ensure the safety of the employees, its patrons and the community in the event of any disasters

- I. Emergency Phone Numbers
 - A. Police and Ambulance 911
- II. Library Emergency Response Personnel
 - A. The library director is the designated official and is responsible for creating, implementing and maintaining this Emergency Action Plan.
 - B. The library director has the following responsibilities:
 - 1. Establish and maintain overall command responsibility for orderly evacuation of employees
 - 2. Order return of employees once permission has been given by authorities
 - 3. Acquire and issue appropriate supplies and equipment
 - 4. Disseminate emergency procedure to all employees
 - 5. Perform periodic quality checks on exit signs, lift buttons and other library safety features.
 - 6. Ensure that employees and patrons provide their personal information in case of an emergency
 - 7. Contact emergency contacts of employees in case they are injured
 - C. Library employees will have the following responsibilities
 - 1. Supervise and coordinate evacuation procedure for their area
 - 2. Ensure that all staff and patrons have been evacuated
 - 3. Maintain communication with the library director and all other emergency personnel during the emergency and provide progress reports on evacuation.
- III. Training
 - A. Training will be performed every year to ensure that employees
 - 1. Understand individual roles and responsibilities during an emergency
 - 2. Recognize types of emergency that pose threats
 - 3. Understand communications procedures and emergency response procedures
 - 4. Understand evacuation, shelter and accountability procedures
 - 5. Have knowledge of location and use of common emergency equipment
- IV. Evacuation
 - A. Types of emergencies that require evacuation:
 - 1. Fire
 - 2. Structure failure
 - 3. Civil disturbance and workplace violence
 - B. Emergency exits are located

1. Front Door
 2. Handicap door in the community room
 3. Back door near circulation desk
 4. Back door near kitchen
- C. Assembly point
1. Across the street on Maple Avenue
 2. Staff and patrons will be accounted for by doing a count off

V. Emergency Procedures

- A. The Emergency Action Plan includes procedures for the following types of emergencies:
1. Medical
 2. Fire
 3. Prolonged power loss
 4. Natural disasters and severe weather conditions
 5. Structure failure
 6. Civil disturbance and workplace violence
- B. When any of the above emergencies occur, the library director or assistant to the director will notify all staff.

VI. Medical Emergency

- A. Call 911
- B. Provide the following information to the emergency personnel:
1. Full name of the victim(s)
 2. Full name and phone number of the caller
 3. Location of the emergency
 4. Nature of the medical emergency
- C. Refrain from moving the victim(s) unless absolutely necessary
- D. Attempt to provide the following assistance:
1. Clear the victim(s) air passages using the Heimlich Maneuver if victim is choking
 2. Stop any bleeding by applying firm pressure to the wounds, taking care to avoid contact with blood and other bodily fluids.

VII. Fire Emergency

- A. Call 911
- B. Evacuate all personnel
- C. Only fight the fire if:
1. The local fire department has been notified
 2. The fire extinguisher is in working condition and personnel have been trained to use it
 3. The fire is not spreading to other areas
 4. It is possible to escape through the nearest exit
- D. Disconnect equipment and utilities unless doing so puts them in danger

VIII. Natural Disasters and Severe Weather Conditions

- A. The library director will close the library in extreme weather conditions
 - 1. Roads are closed or not plowed
 - 2. There is a threat of a storm that will make travel dangerous
 - 3. Wayland-Cohocton School has closed due to weather conditions
- B. Structure Failure
 - 1. Entrances to the damaged structure will be blocked off and secured to prevent theft
 - 2. Evacuate all staff and patrons according to the "Evacuation" section of this policy
 - 3. The library director will announce that no one is allowed in the damaged structure until the area is deemed safe by appropriate authorities.

IX. Civil Disturbance and Workplace Violence

- A. Civil or workplace disturbances such as shootings and riots can have a large impact of the safety of people at the library and community
- B. If a civil disturbance develops, staff will attempt to minimize the impact by:
 - 1. Collecting information and monitor the situation as it develops
 - 2. Informing all available staff as information is made available
 - 3. Notifying emergency personnel on safety of people inside the library
 - 4. If safe, evacuate all people
 - 5. Logging off workstations and secure sensitive files
- C. All personnel should:
 - 1. Avoid area of disturbance
 - 2. Stay away from demonstrator(s) and do not obstruct or provoke them
 - 3. Stay away from windows or glass doors if disturbance is outside the library
 - 4. Check mobile phone for emergency notification and periodic updates

Adopted by the Cohocton Public Library Board of Trustees on June 20, 2023.