

Cherry Valley Memorial Library (2021)

Emergencies & Disasters Policy

An incident Report Form can be found on the last page of this policy.

Fire Emergency

Remain calm. Clear people from the building by one of the two exits. Both exit doors are clearly marked and are located at the front and Church St. side of the building. When able Call 911 and report the library's 911 location as 61 Main Street, Cherry Valley, New York. The library is located at the corner of Main St. and Church St.

The fire extinguisher, located in the office next to the cellar door, is to be used to help clear a path for people to exit the building. Do not attempt to fight a fire. That is the job of the Fire Department.

Health Emergency

Staff members should exercise caution. Do not attempt First Aid or administer medication. Attempt to make the person as comfortable as possible. **Call 911.** If possible, call the person's home or other number they may give"

If a person is injured on library property, an incident report should be filled at once and signed. This should be forwarded immediately to the Director of the Library who in turn notifies the Trustees. A copy of the report will be on file in the Library.

Public Health Incident

In case of a public health incident, outbreak, or pandemic, Cherry Valley Memorial Library will contact the Community Health Center for advice (607)264-3036 or Otsego County Emergency Services (607) 547-4328.

Staff and volunteers are encouraged to practice good hygiene at all times including:

- Avoiding close contact with people who are sick
- Staying home when sick, except to get medical care
- Covering coughs and sneezes with a tissue and/or elbow

- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Let it air dry after applying. Always washing hands with soap and water if they are visibly dirty.
- Avoiding touching eyes, nose, and mouth with unwashed hands
- Wearing a mask that covers nose & mouth
- Keeping socially distant (6 feet apart) from other people
- Cleaning facilities (bathroom and common areas) on a regularly scheduled basis including frequently touched surfaces and objects (e.g. tables, work surfaces, light switches, doorknobs, arm rests, keyboards and mice)
 - If surfaces are dirty, they should be cleaned using a detergent and water prior to disinfecting with a product approved by the Environmental Protection Agency (EPA). Always follow the manufacturer's instructions for all cleaning and disinfection products.
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Workplace Violence

- Remain calm and use common sense.
- Remain alert for situations that may become dangerous or life-threatening.
- Trust your instincts; don't hesitate to **call 911** and give the dispatch as many details as possible
- In general, put as many barriers between you and the danger as possible.

If violence occurs in the building or there is an immediate threat of violence:

- Encourage people to leave the area
- Leave the area
- Lock doors, if possible, to isolate the disturbance

Bomb Threat

Evacuate the building immediately.

- Attempt to keep the caller on the line as long as possible and write down every word he/she speaks. Pay special attention to background noises (e.g., sounds of cars, heavy equipment, music, voices, etc.).

- Ask for the location of the bomb. **Call 911** and report the threat.

Snowstorms

If snow can be removed from one of the two library entrances, the library will be open. If blizzard conditions exist and the Library is closed, a notice will be posted on the library's website stating the library closing. Fines will not be charged for items due that day. Cherry Valley Memorial Library follows the Cherry Valley Springfield Central School closings for snow emergencies. The Director of the Library will notify the President of the Board when closing the Library"

Natural Disasters

If the library building is totally destroyed due to a natural disaster, the Board, after contacting our insurance company (Gates Cole), will consider our options: rebuild, relocate or close and disburse our assets in accordance with our charter amendments.

Adopted by Cherry Valley Memorial Library Board of Trustees (1/13/2021). This policy will be reviewed and/or updated every 5 years.

**CHERRY VALLEY MEMORIAL LIBRARY
EMERGENCIES & DISASTERS POLICY**

1/2021

Incident Report

Name of Person Completing Incident Report:
Signature:

Date of Incident:	Time of Incident:	Place:
Person(s) involved:		Witnesses:

Details:
