

Emergencies & Disasters

Fire

Do not panic. Clear the building by one of the two exits. Both exit doors are clearly marked and are located at the front and back of the building" When able Call 911 and report the library 911 number as 189 Main Street, Jordanville, New York. The library is Located at the corner of Main Street and Hyde-Bell Lane" If the fire is the type that can be contained, attempt to extinguish by using the fire extinguishers Located throughout the library marked with red arrow-Shaped FIRE EXTINGUISHER signs"

Health Emergencies

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, a report should be filed 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.

Report of Incident or Injury form can be found in The Appendix of Forms

Public Health Incident

In case of a public health outbreak or incident, Jordanville Public Library will report to and coordinate with all relevant local health and emergency management departments. Staff are encouraged to practice good hygiene at all times including:

- Frequent handwashing
- Wiping down/disinfecting high-touch surfaces
- Staying home when feeling sick Facilities, including bathrooms and common areas are cleaned on a regular schedule. MYLS will increase frequency or enact additional measures as directed by health and emergency management officials.

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.
- Use the 'safety in numbers' approach when dealing with angry individuals. If violence occurs in the building or there is an immediate threat of violence:
 - Leave the area, if possible try to lock yourself in a secure area
 - Lock doors as possible to isolate the disturbance • Encourage people to leave the area

Bomb Threat

- 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. ***Evacuate the building immediately.***

Snowstorms

Please remember we are expected to be open. If blizzard conditions exist and the Library is closed, a Library staff member will post a notice on the library's website and answering machine stating the library is closed and that no charges will be put into place for materials that are due that day. Jordanville Public Library follows Owen D. Young Central School closing for snow emergencies. The Director of the Library will notify the President of the Board when closing the Library"

Tornadoes

Take shelter in the basement until the storm passes.

Updated on 7/1/02 to include the 911 number.

Updated on 10/6/2020 to include Health Incident and Workplace Violence.