

Fair Haven Public Library
P.O. Box 602
14426 South Richmond Avenue
Fair Haven, New York 13064
(315) 947-5851

Emergency Procedures - Disaster Plan

The Fair Haven Public Library Emergency Procedures- Disaster Plan will be available at the circulation desk and will be reviewed by all staff and volunteers.

An Emergency Evacuation Plan will be available at the circulation desk and displayed throughout the library. Staff and Volunteers are expected to familiarize themselves with the evacuation plan as well as our emergency procedures.

Fire Extinguishers are located directly across from the circulation desk and also on the south wall of the Children's room outside of the Furnace room doors.

A First Aid Kit is located and maintained at the circulation desk.

In order to insure the safety of patrons and staff, the Board of Trustees of Fair Haven Public Library under section 262 of New York State Education Law, has established the following rules for use:

Building Evacuation:

If there is a need to evacuate the building please assist any patrons in the building that may need assistance and **gather in the Village Park directly across from the Library entrance**. Call the Library Director and/ or Board President to let them know why the building has been evacuated. Please stay in the evacuation area until it is deemed by emergency personnel or other authority that the building is safe to reenter. At which time you may be needed to secure the building before leaving.

Fire:

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely, proceed to do so. However if there is any doubt immediately contact 911 and evacuate the building ensuring that everyone is out of the building and meet at our **designated meeting place in the Village Park directly across from library entrance**. Call Library Director and Board President. Do not attempt to reenter the building until it is deemed safe to do so.

Health Emergency:

A small first aid kit is located at the circulation desk but should only be utilized for small scratches or cuts preferably by the patron themselves or the patrons family members. Staff should exercise caution when administering first aid even of a minor nature due to possible liability. Call 911 and keep the patron safe and comfortable until medical personnel arrive. Call the Library Director and also fill out an incident report including date and time of the incident and a detailed explanation of what transpired.

Snow Emergency:

When Red Creek Central School is closed due to the weather the library is also closed, No staff members or volunteers are expected to travel in severe weather to open the library. Please use your own judgement and if you feel that it is unsafe for you to report to the library, call the Library Director to report that you are unable to cover the shift.

Power Outage:

Close the library to the Public. Assist patrons in evacuating the building, checking building to ensure that everyone is out then call the Library Director who will notify RG&E of the outage if you cannot reach director please notify RG&E of the outage.

No Water:

Call the Library Director and/ or Board President to advise of the situation the Director or Board President will contact the village and determine whether or not to close the library.

No Heat/ or A.C.:

Call the Library Director and/or Board President who will then call Nodine's Heating and Air Conditioning. (Library Director or Board President) will need to schedule and authorize service.

Bomb Threat:

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word they say. If the caller does not mention the location of the bomb, or possible detonation time, ask for this information. Pay particular attention to peculiar background noises, (car running, music or anything that may help in determining where the call originated. Note callers accent, speech impediments etc. Call 911 and evacuate the building. Then call Library Director.

Biohazard

Leave any suspicious substances where it is found. Secure area around substance cautioning others not to go near and call Library Director or Board President so they can assess the situation and determine whether or not to evacuate the building.

Phone Numbers:

Library Director:	Allen Tompkins	315- 729-7885
Board President:	Henry Spang	315-947- 5056
Village of Fair Haven:		315-947-5112
Nodine Heating and Air		315-754-8082
RG&E outage reporting		1-800-743-1701

Adopted: 10/05/2020