

Disaster Plan

Preparation

- Keep the Disaster Plan available in appropriate locations.
- The staff and manager need to be aware of its location and contents.
- Review and update the Disaster Plan regularly. (Names, addresses and telephone numbers of personnel, service providers and governmental offices.
- Maintain fire alarms, fire extinguishers, first aid kits, etc.
- Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
- Maintain a disaster kit and update the emergency supply inventory twice a year. It should include first aid kit, rubber/latex gloves, battery powered radio, flashlight, extra batteries, and blankets.

Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how the patron can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not understand.
- Do not grasp a visually impaired person's arm. Ask if the patron would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Fire Emergency

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- Call 911.
- Evacuate the building, checking the restroom.
- Wait outside for the fire department.

Board Policies

- Do not re-enter the building until the fire department says it is safe to do so.
- Contact the library manager if not present.

Health Emergency

Staff members should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public.

- Call 911.
- Call parent/guardian if it's a minor.
- Fill out an incident report.
- Call the library manager if not present.

Snow Emergency

The Memorandum of Understanding between the Ticonderoga Black Watch Memorial Library Board of Trustees and the Town of Ticonderoga dated November 2022 will be followed in the event of a snow emergency causing a closure.

Severe Storms

- Turn off all computers and unplug the surge suppressors.
- Shut down any other sensitive electrical equipment.
- In the event of a tornado, do not leave the building. Take shelter in the basement of the building or an interior room.

Flooding

- Contact the Town of Ticonderoga for assistance.
- Notify the library manager if not present.

Bomb Threat

If the threat is made by phone:

- Keep the caller on the line as long as possible.
- Ask the caller to repeat the message and try to write down every word the person says. If the caller does not indicate the location of the bomb or time of detonation, ask for this information.
- Listen for peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm/excited), accents, and speech impediments.
- Call 911.
- Evacuate the building.

If the threat is made in person:

- Evacuate the building.
- Call 911.

Biohazard

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911.
- Evacuate the building.

Local/National Emergencies

- Monitor the news and follow any instructions given.
- Evacuate the building or remain in a safe area of the building.
- Call the library manager if not present.