Palmyra Community Library
Emergency & Disaster Policy

IN-HOUSE EMERGENCY TEAM

Director: Sheila Koeberle
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Board President: Sarah Wimer
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Facilities Committee Member:

Staff Representative: Molly Budziszewski
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PURPOSE

The Palmyra Community Library has adopted this Emergency & Disaster Plan to ensure precautionary, response, and recovery measures to an emergency or disaster threatening to impact or immediately affecting the library's facilities, materials, staff, or community members.

The primary goals of the Palmyra Community Library's Emergency & Disaster Plan are to establish:
- The roles and responsibilities during all phases of an emergency or disaster
- Preparedness activities and response measures
- Coordination and decision making processes

The Emergency & Disaster Plan is designed to preserve the continuity of core library resources and services as best as possible, minimize economic loss, and achieve recovery.

ADMINISTRATION

The In-House Emergency Team, led by the Library Director (Director), administers the Emergency & Disaster Plan. This includes activating the plan, establishing an internal communications network, and coordinating all recovery activities. If, for any reason, the Director is unable or unavailable to lead the team, administrative authority shall be passed to the Board President.

The In-House Emergency Team will include the Director, Board President, and Facilities Committee member and staff representative.

RISK ASSESSMENT

Risk Assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Director, Building & Grounds Assistant and Facilities Committee will periodically evaluate the library and its facilities to minimize the threat of emergency or disaster and to formulate response plans to emergencies or disasters.

Activities include:
- Identify possible hazards
- Analyze strengths, weaknesses, and vulnerabilities of the library's ability to handle emergencies and disasters
- Engage in preventive building maintenance
- Inventory collection, equipment, furniture, electronics, and supplies
- Implement thorough cleaning and disinfecting procedures
- Implement consistent opening and closing procedures
- Provide regular staff training on key locations of building turn offs and items listed below

Parts of the Risk Assessment activities may include consultation with the Palmyra-Macedon Central School District, insurance agent, OWWL Library System staff, and other local experts and stakeholders.

STAFF TRAINING

Regular staff training may help reduce the risk of an emergency or disaster. Training prepares the staff to safely and appropriately respond to an emergency or disaster to minimize damage or injury should an emergency or disaster occur.

Staff training will include an annual review of this Emergency & Disaster Plan. Staff training may also include, but is not limited to, the following topics:

- CPR Training
- First Aid Training
- Drills
- Fire
- Active Shooter

- Lockdown
- EAP spreadsheet 2020
- Handling wet and damaged collections
- Workplace health and safety
- Proper use of protective clothing and equipment
- Exposure to hazardous materials/mold
- Departmental cross training
- Mental Health
- All staff should be included in training activities.

RESPONSE & RECONSTRUCTION

In general, the Director and In-House Emergency Team will respond to an emergency or disaster according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Address emergency or imminent danger to the library's facility, materials, staff, or community
- Notify appropriate personnel
- Assess the extent of the damage
- Document in detail
  - Complete incident report with as much witness detail as possible
  - Take inventory of materials, items, supplies, or equipment
  - Take pictures of materials, items, equipment, or facilities
  - Record the sequence or timeline of events before, during, and after the event
- Prepare for recovery
  - Determine which steps need to be taken
  - Delegate to Emergency Response Team, library staff, and/or volunteers
  - Determine a command post or temporary work site if library facility is not accessible
  - If there is physical damage, decide what can be salvaged and what will be discarded
  - Gather supplies and arrange for services

  - Draft a press release or statement to the public
  - The Library Director or the Director's designee will be the spokesperson for the library
  - Keep messaging transparent and consistent

- Communicate across all channels
  - Traditional news press (print and TV)
  - Social Media
  - Library website
  - Library's outgoing phone message
- Plan for:
  - Limited services or service points
  - Limited hours of operation
  - Virtual programming and services
  - Reduced staff
- Plan for reopening/full resumption of services
- Draft/amend related procedures
- Amend/adopt related policies

TYPES OF EMERGENCIES & DISASTERS

This Emergency & Disaster Plan was made with the health and safety of the library staff and community as the top priority.

If the Director is not in the building when an emergency or disaster occurs, the staff should contact the Director immediately. The Director is empowered by the Board of Trustees to address imminent dangers or threats to the library's facility, materials, staff, or community and will convene the In-House Emergency Team as soon as it is safe and reasonable to do so.

The assumption should never be made that a situation is a drill or a false alarm.

General Guidelines for Building Evacuation

- Call 911
- Communicate to all staff and patrons in a calm, clear manner
- Staff should go to designated assembly area for instructions (The Pic Schade Garden in the front of the building and parking lot is our designated area--2025)

Non-Emergency Situations (Weather Events' Loss of Utilities, i.e. Power, Water, Heat, Air Conditioning; Pets, Bugs, or Infestation)

- Determine whether to close the library to the public
- If closing, escort patrons out of the building
- Contact the utility company/exterminator/etc.
- Post information about the temporary closure on the library's entrance, social media, and the library's website

Emergency Situations (Gas Leak/Suspected Gas Leak, Fire, Water Damage/Flood, Hazardous Spill)

- Evacuate the building
- Call 911
- Close the library
- Post information about the temporary closure on social media and the library's website
- The building cannot reopen or staff re-enter until instructed to do so by emergency personnel
- In case of fire, prevent use of the elevator

Sudden Illness & Injury

- Call 911
- Clear the immediate area
- Do not move the ill or injured person
- Only staff members who have been certified in First Aid, CPR, or similar emergency measures should administer direct aid
- Stay with the person until medical help arrives
- Complete an incident report

Bomb Threat

- Call 911
- Begin evacuating patrons from the building
- Keep the caller on the line as long as possible and try to write down every word spoken
- Staff must evacuate the building
- The building cannot reopen or staff re-enter until instructed to do so by emergency personnel

Active Shooter

- Call 911
- Lock & barricade the doors if possible and when appropriate.
- Take cover behind protective structures or follow predetermined escape/evacuation route (routes).
- Leave all belongings behind
- Silence all cell phones
- The building cannot reopen or staff re-enter until instructed to do so by emergency personnel

Lockdown

When notified by authorities'/emergency personnel that there is a true or imminent external threat near the library, the library will initiate lockdown procedures.

- All windows and doors will be locked from the inside
- Communicate the situation to any patrons inside the building in a calm, clear manner
- Move patrons and staff to emergency staircase in the back of the building on each floor, if possible
- Turn off all lights and close the blinds or curtains
- Instruct all staff and patrons to stay low and away from the windows and doors
- Staff will monitor the situation and keep open communication with local authorities'/emergency personnel
- No one may enter or exit the building until the lockdown is cancelled by local authorities'/emergency personnel

Pandemic or Serious Illness

If there is a serious infectious disease outbreak, public health measures may include social/physical distancing measures and quarantining which can affect library hours and services. In addition, the library must plan for staff being unable to report to work. The library will adhere to all local, state, and federal mandates and Executive Orders when making determinations regarding library operations during a pandemic or serious illness.

- Determine whether to close the library to the public
- Determine whether staff will continue to report to work or telecommute in accordance with the library's Emergency Closing Policy and local, state, and federal mandates
- Communicate with the local Department of Health
- Communicate with Town & Village of Palmyra and The Palmyra-Macedon School District

- Communicate with <u>OWWL</u> Library System regarding the continuance of system services
- Communicate all changes in hours of operation and services to the public
- Implement plans for limited and/or online/virtual services
- Monitor the situation and adjust plans accordingly
- Plan for reopening when permitted under local, state, and federal guidelines

Other Emergencies

Some emergencies or disasters may occur that cannot be planned for. The Director will handle such situations in accordance with this Emergency & Disaster Plan and will coordinate response efforts with the In-House Emergency Team in the best interests of the library facility, staff, and community.

An Incident Report Form should be completed following all emergency situations.

EMERGENCY SERVICES & UTILITIES

List the name and phone number for each

Fire Department: 315-597-5111

Police Department: 315-597-9211

Ambulance: 911

Local Department of Health: Wayne Co. Public Health Dept.: 315-946-5749

Department of Public Works: Village of Palmyra: 315-597-4366; Town: 315-597-5532

Janitorial/Cleaning Service: Shelley Evankovich: 315-597-1301; 315-521-9110

Plumber: Pal-Mac Plumbing: 315-597-4301

Gas & Electric Company: NYSEG: 1-800-572-1121

Water Utility: Village of Palmyra: 315-597-4849

Electrician: Harding Electric: 585-329-1784

Locksmith: Ontario Lock 'n Key: 585-396-9920

Exterminator/Pest Control: XX-Terminator: 585-429-5630

Phone Company: Verizon: 1-800-837-4966

Internet Provider: Spectrum through OWWL Library System

Legal Advisor: Contact PLS for general legal counsel.

Insurance Company: Utica National

Agent/Contact: J. D. Chapman Agency: 315-986-4062

OWWL Library System: 585-394-8260

OWWL Tech Support: 585-394-8260

OWWL After-Hours Tech Support: 585-394-7976

FACILITIES & EQUIPMENT

List the location for each

Main water shut-off valve: water equipment room in rear of basement

Main electrical cut-off switch: south end of the basement

Main gas shut-off: Basement

Fire extinguishers: Basement: (3) main stairway, boiler room, elevator lobby; 1st floor: (2) at front door, at back door; 2nd floor: (2) hallway outside director's office, elevator lobby; 3rd floor: (1) elevator lobby.

Fire alarm pull boxes: Basement: (2) main stairway, elevator lobby: 1st floor: (1) at front door; 2nd floor: (2) main stairway, elevator lobby; 3rd floor: (2) main stairway, elevator lobby.

Smoke/heat detectors: throughout the building

 N/A

Video Surveillance cameras: throughout the building

Key box: Staff work room supply closet.

AED: (2) circulation desk & 3rd floor in the Patricia Baynes Room

First Aid Kits: (5) circulation desk, kitchens in the basement, 1st 2nd and 3rd floors.

- Sterile gloves
- Sterile dressings
- Antibiotic wipes
- Antibiotic ointment
- Burn ointment
- Adhesive bandages

Dehumidifier: Basement

Industrial Fan: N/A

Portable Generator: N/A

Wet Vacuum: Basement

Sump Pump: N/A

Back-up Documents (kept in a secure location off-premises):

- A copy of this Emergency & Disaster Plan
- Contact list for all library staff, volunteers, and Trustees with Emergency Contacts for each
- A copy of the library's Charter
- A copy of the library's Enabling Legislation
- A copy of the library's Bylaws
- A copy of the library's insurance policy
- A copy of the library's floor plan
- A copy of all vendor contacts

ONGOING USE EVALUATION

The Emergency & Disaster Plan will be evaluated annually in January at the Annual Meeting by the Board of Trustees and updated as needed.

Questions or concerns regarding Palmyra Community Library's Emergency & Disaster Plan should be directed to the Director.

Adopted: May 21, 2020
Amended: Mar. 18, 2021, April 20, 2023, February 15, 2024, September 18, 2025
Reviewed*: January 15, 2026*