

# Putnam Valley Library

30 Oscawana Lake Road  
Putnam Valley, NY 10579

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## Emergency Procedures – Disaster Plan

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

### FIRE

1. Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire.
2. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire.
3. The smoke detectors may set off the fire alarm. Otherwise pull the fire alarm to notify the library & community room users to evacuate the building. When possible, a staff member should be at each exit to guide patrons.
4. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are mounted on the wall at the following locations:
  - On the first floor, adjacent to the entrance to the Young Adult Room by computer #5.
  - In the Young Adult Room, on the right just as you enter that room.
  - In the Reference Room, on the left just as you enter the room.
  - On the second floor land, on the right just before you go through the door to the Children's Floor.
  - There are 3 located in the Community Room:
    1. As you enter that room from the YA room, on the right just inside the Community Room
    2. To the left of the double doors on the south side of the room
    3. In the kitchen, behind the door.
5. However, if there is any doubt about whether the fire can be controlled, immediately call 911 and evacuate the building.
6. Evacuate to the: **FRONT PARKING LOT ADJACENT TO OSCAWANA LAKE ROAD.**

## **POWER OUTAGE**

### **CLOSE THE LIBRARY TO THE PUBLIC.**

Assist patrons in evacuating the building. Check all bathrooms to make sure that patrons are not trapped inside without light.

There are emergency battery back-up lights on the first floor near the restroom, in the stairwell to the second floor, on the second floor near the restrooms, and in the Community Room by both exits. If any of these lights fail to operate, or if an exit light by a door is not working, advise the Director, so they may be repaired.

There are flashlights and a lantern located on each floor, i.e., in the staff room on the first floor, in the children's services office on the second floor as well as a combination lantern/flashlight in the business office.

Main floor: lantern in staff room, flashlight in middle drawer under computer, flashlight in circulation desk drawer, flashlight in staff restroom.

Second floor: lantern in children's office, flashlight with florescent lamp attached in business office, flashlight in business office, flashlight in children's office.

Extra batteries will be kept on a shelf behind the door to the staff room.

An AM/FM radio, which will operate on both electricity as well as batteries, is located in the Director's Office.

### **TURN OFF COMPUTERS AT THE START OF A POWER OUTAGE.**

If possible, DO NOT RUN ANY WATER as the well pump will not be operating.

Call NYSEG to report the power outage at the Library: 1 – 800 – 572 – 1131

NYSEG Account # 15-110-12-005700-03

If the Library Director is not in the building, call the Director to advise the situation.

## **NO WATER**

### **CLOSE THE LIBRARY TO THE PUBLIC.**

If the Library Director is not in the building, call the Director to advise the situation. The Library Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.) The Library Director must authorize the expense of building repairs.

### **Problems with the well/water system**

The Library has 2 wells. The original well is located in the staff room. Access is through a door in the floor. The second (newer) well is located in the woods behind the book shed. The circuit

breakers that control both wells are located in the furnace room off of the porch. The Library uses the original well for its water. The newer well is turned off.

The main water valve for the building is located in the furnace room. There is also an ultraviolet light system to purify the water as well as a filter to remove sand and other particles in that room.

If a problem arises with the existing well, call the plumber.

If a problem arises with either the ultra-violet light or the sand filter, per the Putnam County Health Dept, the Library may remain open with non-potable water to flush toilets in an emergency, i.e., manually direct the water to by-pass the ultra-violet light and filter. Only the bottled water in the water cooler may be used for potable water during the emergency.

If there is a problem with the ultra-violet light, the blue light bulb, in the right corner on the wall with the computers, will light. Depending on the problem, a buzzing noise may also sound. The plumber would be called for a repair of either the ultra-violet light or the filter.

If there is water left running overnight in the building, the water level in the well could drop and the filter could clog. Please check bathrooms and faucets before closing each night.

## **NO HEAT**

### **CLOSE THE LIBRARY TO THE PUBLIC.**

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The Library has a maintenance contract with Burke Heat for the boiler (in the closet on the main floor) & the furnace (in the room off the porch). In case of no heat, press restart red button ONLY ONCE. If the boiler or furnace does not start up, call Burke Heat for service.

Account # 7916646 Phone: 914-737-2277 or 845-225-3601 or 845-279-3708

## **HEALTH EMERGENCIES**

Staff members should exercise caution when administering first aid of even a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Do not move the injured person.

Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The 911 emergency number should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

First Aid supplies are located in the cabinet above the stove in the staff room. Emergency supplies, a blanket, a tarp, and 4 plastic drop cloths, are located in a carton in the hall closet marked emergency supplies.

## **BOMB THREATS**

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message and try to write down every word spoken by the person.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
4. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.
5. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments..
6. Immediately after the caller hangs up, call 911.
7. Clear the building.
8. The police will handle the actual bomb search.

## **RADIOLOGICAL DISASTER: INDIAN POINT EMERGENCY**

1. In an emergency, the emergency sirens would sound. You would hear a continuous, high-pitched, loud wavering sound for 4 minutes.
2. Turn on a radio or television and tune in to the Emergency Alert System (EAS) station near to you

AM Radio: WFAN 660, WABC 770, WCBS 880, WFAS 1230, WALL 1340, WLNA 1420

FM Radio: WRRV 92.7, **WHUD 100.7**, WFAS 103.9

Television: WCBS CH2, WNBC Ch4, WNYWCH5, WABC CH7

3. Listen carefully. Find out the nature of the emergency and what you should do.
4. If you are instructed to remain indoors you should:
  - Stay inside
  - Close all windows and doors
  - Turn off heaters, air conditioners and other ventilation systems
  - Tune into radio or television
  - Avoid using telephones, including cell phones
5. If you are asked to evacuate, you should drive to the designated school reception center for our area:

**GEORGE FISCHER MIDDLE SCHOOL, Fair Street, Carmel, NY**

## **WATER DAMAGE**

If the Library Director is not in the building, call the Director to advise the situation.

1. In an emergency, if there is an immediate water leak which will cause damage, go to the furnace room off the porch. If possible, turn off the main water valve and the circuit breaker marked for the pump. Call the plumber, whose telephone number is posted in the staff room.
2. If there is a flood, remove Library materials from lower shelves first. Move books to dry area.
3. Water leaks generating from the ceiling could be related to the air conditioning units or the roof. For any water leaks, protect area of damage with plastic sheeting located in the box in the closet marked emergency supplies.
4. Set up plastic horses to define area of water damage and place a sign on the door. However, if a section of the ceiling may fall, close the building.

## **ELEVATOR EMERGENCY**

The Whittaker Company is located in Yonkers & only handles repairs, not emergencies. (The correct title for the elevator is a handicap wheelchair lift)

If the elevator should stop between floors with a patron or a staff member inside, there is a hand crank for manual operation of the elevator. It is located on the bottom shelf of the wooden cabinet in the Children's Office. There is a metal container on the right side of the elevator on the second floor. If you lift the cover, the crank will fit on the piece of equipment inside. Turning the crank handle should move the elevator up or down.

If this manual hand crank doesn't work or is difficult to use, call the Putnam Valley Fire Dept via 911. Advise the Dispatcher that people are stuck inside an elevator and request that the Fire Dept Elevator Rescue Team be sent to the Library.

## **NO AIR-CONDITIONING**

The Library has contract for a seasonal service call for maintenance. However, service calls for repairs to the air-conditioning system are not included. The Library has six A/C zones, which are defined by 6 thermostats: 2 are located on the first floor of the library, 2 are located on the second floor, one is located in the reference room, and one is located in the Community Room.

Six corresponding compressors are located on the roof over the Community Room. If the air-conditioning

Please do not turn down the temperature below 70 degrees on the cool cycle of the thermostat units. The compressors could freeze up and no additional air conditioning will be generated.

Service: AMX Cooling & Heating: 914-741-2400

## **NO HOT WATER**

**HOT WATER HEATER** is located in the furnace room off of the porch. If there is a leak from the hot water heater or no hot water, call the plumber, whose number is on the bulletin board in the staff room.

## **NO PHONES**

After a power outage, the phones have not functioned due to their battery backup needs to be restarted. The phone system is located in the Furnace Room off of the porch. The battery backup unit is on a shelf to your left as you enter the door. Simply press down on the on/off button and hold until the green light comes back on. Phones should be operational.

If additional problems occur with the phone network, advise the Director.

## **WEATHER RELATED OR OTHER BUILDING EMERGENCIES**

If the Library Director is not in the building, call the Director to advise the situation. The Library Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.) The Library Director must authorize the expense of building repairs.

Set up plastic horses to define any area that could be dangerous. If area is icy, spread salt/deicer on area.

### **Disaster Supplies for Immediate Response**

<input type="checkbox"/> Flashlight	<input type="checkbox"/> Bottled Water
<input type="checkbox"/> Mops	<input type="checkbox"/> Buckets
<input type="checkbox"/> Disposable latex gloves	<input type="checkbox"/> Dust masks
<input type="checkbox"/> Digital Camera	<input type="checkbox"/> Duct Tape
<input type="checkbox"/> Plastic Sheeting	<input type="checkbox"/> Scissors
<input type="checkbox"/> Batteries (replace semi-annually stored outside of flashlight)	<input type="checkbox"/> Large plastic trash can with lid
<input type="checkbox"/> Plastic trash bags to fit can	<input type="checkbox"/> Lysol spray can
Etc.	

### **Emergency Contacts:**

Police Department: 911

Fire Department: 911

Ambulance: 911

Janitorial Service: 1-914-469-9261

Electric Company: 1-800-572-1131

Alarm company: 1-800-341-0107

Adopted April 14, 2008, Updated July 2008

