



EMERGENCY & DISASTER PLAN

PURPOSE

The Dansville Public Library has developed this Emergency & Disaster Plan to guide the preparation for, response to, and recovery from emergencies or disasters threatening to impact, or immediately impacting, the library's facilities, materials, staff, or community members.

The primary objectives of this plan are to:

- Define roles and responsibilities during all phases of an emergency or disaster
- Outline preparedness activities and response measures
- Establish coordination and decision-making processes

The plan is designed to preserve the continuity of core library resources and services, minimize financial loss, and support recovery efforts. However, in an emergency it is important to keep in mind that human safety is always the highest priority.

ADMINISTRATION

The In-House Emergency Team, led by the Library Director, administers the Emergency & Disaster Plan. This includes activating the plan, establishing internal communications, and coordinating all recovery activities. If the Library Director is unavailable or unable to fulfill this role, administrative authority shall pass to the Library Assistant.

The In-House Emergency Team consists of:

- Library Director
- Board President
- Building Maintenance Person
- Library Assistant/Senior Staff Member(s)

If an emergency occurs when the Director is not in the building, staff should notify the Director as soon as it is safe to do so. The Director is empowered by the Board of Trustees to address any imminent danger or threat to the library's facility, resources, staff, or community. The Director will convene the In-House Emergency Team as soon as it is safe and appropriate.



TYPES OF EMERGENCIES & DISASTERS

This section outlines how to respond to a variety of emergency and non-emergency situations. All library staff should be familiar with these procedures and follow them.

Emergency Situations

Includes: Gas leak or suspected gas leak, fire, water damage/flood, hazardous material spill, local/regional declared state of emergency

- Follow the Evacuation Procedure
- Close the library immediately
- Contact emergency services as necessary
- Post closure information on the website and across social media platforms

Sudden Illness & Injury

- Call 911
- Clear the area of patrons and hazards to protect the injured party and responders
- Do not move the ill or injured person, unless they are in immediate danger
- Staff certified in First Aid, CPR, or similar emergency measures should administer direct aid
- Stay with the person until emergency personnel arrive

Bomb Threat

- Keep the caller on the line as long as possible
- Record all details of the call or other form of communication: exact words, background noises, caller characteristics (voice, accent, tone, gender, age)
- Call 911. If possible, have another staff member call, while you remain on the line
- Follow law enforcement instructions for evacuating the building
- The building cannot reopen until cleared by the authorities/emergency personnel

Active Shooter

If an active shooter is in the vicinity, quickly determine the most reasonable way to protect your own life: Run out, hide out, take out.

- Use the Run. Hide. Fight. Method:
 - Run - Evacuate if it is safe to do so
 - Hide - Shelter in place, barricade the doors, and stay quiet
 - Fight - As a last resort, be prepared to act if confronted
- Call 911 when safe to do so



- If sheltering in place, lock and barricade doors, or take cover behind protective structures. Prepare for possible interaction with the active shooter.
- Leave all belongings behind and silence cell phones
- Remain in hiding or in a safe location until cleared by authorities

Lockdown

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

- Communicate the situation to any patrons inside the building in a calm, clear manner
- Move all patrons to the children's stacks room, instruct all staff and patrons to stay low and away from the windows and doors, and close the fire doors
- Turn off all lights and close the blinds or curtains
- All windows and doors will be locked from the inside, the Director or designee will be responsible for ensuring that the south portion of the library is secure, the Library Assistant or designee will ensure that the north portion of the library is secure
- Staff will monitor the situation and keep open communication with authorities/emergency personnel
- No one may enter or exit the building until the lockdown is cancelled by local authorities/emergency personnel
 - Do not open the building for anyone, including perceived law enforcement
 - If law enforcement instructs staff and patrons to evacuate the building, calmly follow all instructions as given, leave belongings behind, keep your hands visible at all times, and avoid shouting or quick movements

Non-Emergency Situations

Includes: Severe weather events, loss of utilities (power, water, heat, air conditioning) pest infestations

- Determine whether it is necessary to close the library to the public or shelter in place
- If closing, escort patrons out of the building
- Contact the relevant provider (e.g. utility company, exterminator)
- Post closure information at the library entrance, on the website, and across social media platforms

Pandemic or Serious Illness

During outbreaks of infectious disease, the library may be impacted by social distancing measures, staff illness, or governmental restrictions

- Follow all local, state, and federal mandates, including Executive Orders
- Determine whether library will:
 - Close to the public



- Operate with limited services
- Transition staff to remote work
- Communicate with the local Department of Health, Village of Dansville, Town of North Dansville, and the Dansville Central School District
- Communicate with OWWL Library System regarding the continuance of system services
- Keep the public informed of any changes to hours or services
- Monitor the situation and adjust operations accordingly
- Plan for reopening when permitted under applicable guidelines

Other Emergencies

Some emergencies or disasters may not be covered by this plan. 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 regardless of evacuation or sheltering.

BUILDING EVACUATION

Evacuation procedures vary depending on the type of emergency. Each situation is assessed carefully, and the decision to evacuate is made based on what will best protect human life and safety.

Always treat every alarm or emergency notification as real—never assume it is a drill or a false alarm.

Evacuate the building:

- Anytime the fire alarm sounds
- If there is the smell of smoke or a known fire in the building
- Any situation where it is apparent that staying in place will put human life in a potentially more harmful situation than leaving
- When instructed to do so by library personnel, authorities/emergency personnel

Evacuation Procedure:

- STAY CALM
- Call 911, if emergency services have not already been contacted



- Staff should direct people to the nearest exit, in a calm, clear manner, then do a quick sweep of the library areas, including restrooms, to determine that everyone is gone
- A clerk should take the Emergency Contact folder from the Staff Work Area
- Leave belongings behind
- Close office doors as you leave
- Exit via stairwells; **DO NOT USE ELEVATORS**
- Gather at the designated meeting point, on the sidewalk by the white shed at the North end of the parking lot, to await further instructions
- Do not reenter the building until instructed to do so by the authorities/emergency personnel

Do NOT evacuate the building (Shelter in place)

Certain circumstances may prevent safe evacuation. If this happens, move away from the danger to find shelter in an appropriate location.

- During tornado warning – staff and patrons should find shelter in the library basement
- During a hostage/barricade situation
- During a power failure
- When instructed to do so by library personnel, authorities/emergency personnel

EMERGENCY CLOSING

The Dansville Public Library has adopted a cautionary response to any emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The library will make every effort to maintain regular library operating hours in accordance with Minimum Standards for New York's Public and Association Libraries. However, at times, the library may have to close, shorten hours, or cancel programs due to emergency conditions.

The Director is empowered by the Board of Trustees to address emergency conditions and may close the Dansville Public Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action including the implementation of the library's Emergency & Disaster Plan.

If the Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director is unable or unavailable, administrative authority shall be passed to senior staff person on site.



Communication

All library closures will be communicated to the public via the library's website, social media accounts, and outgoing voicemail message. The staff will be notified of library closures by the Director or designee of the Director.

Personnel

If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work. Staff who were scheduled to be absent due to vacation, illness, or other leave will not receive pay for the time the library is closed.

An interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

RESPONSE & RECONSTRUCTION

In general, the Director and In-House Emergency Team will respond to emergencies or disasters using the outline below. The response to some situations may require adjustments based on the specific circumstances and safety considerations.

Immediate Response

- Ensure the safety of all individuals in the building
- Address emergency or imminent danger to the library's facility, materials, staff, or community
- Notify appropriate personnel, emergency services, and Board members

Damage Assessment & Documentation

- Assess the extent of the damage to the facility and materials
- Document in detail
- Complete an incident report with as much witness detail as possible
- Take inventory of any affected materials, items, supplies, and equipment
- Photograph affected materials, items, equipment, or facilities
- Record a timeline of events before, during, and after the incident



Planning & Delegation

- Identify necessary recovery steps
- Delegate tasks to Emergency Response Team, library staff, and/or volunteers
- Establish a command post or temporary work site if the library facility is inaccessible
- If there is physical damage, decide what can be salvaged and what must be discarded
- Gather supplies and arrange for outside services

Public Communication

- Draft a press release or public statement
- Designate the Library Director (or designee) as the official library spokesperson
- Keep messaging clear, transparent, and consistent
- Communicate updates through all standard channels (e.g. website, social media, local media, email)

Recovery Operations

- Plan for temporary or limited library services, which may include:
 - Reduced hours of operation
 - Limited services or service points
 - Virtual programming and services
 - Reduced staffing
- Plan for full reopening and resumption of services
- Draft or revise related procedures
- Update or adopt relevant policies

This Emergency & Disaster Plan was developed with the health and safety of the Dansville Public Library staff and community as the top priority.

RISK ASSESSMENT

Risk Assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Director, House Committee, Building and Grounds Committee, and In-House Emergency Team 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 consistent opening and closing procedures
- Provide regular staff training on key locations of building shut offs (see Addendum)

Parts of the Risk Assessment activities may include consultation with the Village and/or Town of North Dansville and the Dansville Central School District, insurance agent, OWWL Library System staff, and other local experts and stakeholders.

STAFF TRAINING

Regular staff training helps 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
- Formal response and recovery workshops
- Departmental cross training
- Mental Health

All staff should be included in training activities.

ON-GOING USE EVALUATION

The Emergency & Disaster Plan and the attached addendum outlining the In-house Emergency Team, Emergency Services and Utilities, and essential Facilities and Equipment will be evaluated yearly at the Board of Trustees Annual Meeting and updated as needed.

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

ADOPTED by the Dansville Public Library Board of Trustees 6/13/2020, Updated 1/12/2026