

Bay Shore - Brightwaters Public Library  
1 South Country Rd  
Brightwaters, NY 11718



**Emergency Procedures/Disaster Plan**  
Revised: April 2014

## **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. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so.
4. However, if there is any doubt about whether the fire can be controlled, immediately evacuate the building. 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.
5. Follow the evacuation procedures for your area that are posted on the red clipboards. (See **Appendix A--Evacuation Procedures**)

## **WATER LEAK/FLOOD**

1. If the Library Director is not in the building, call the Director to advise the situation.
2. If the leak is originating from a sink or toilet turn off the local valves and call the plumber.
3. In an emergency, if there is a significant water leak which will cause damage, go to the boiler room off the maintenance office. If possible, turn off the main water valves which are located in the far left hand corner and are marked. Call the plumber. (See **Appendix B—Emergency Call List**)
4. If there is a flood, remove library materials from lower shelves first.
5. For any water leaks, protect the area from damage with plastic sheeting located in the emergency supply closet in the lower level stacks.
6. Set up plastic horses or use caution tape to keep patrons away from the affected area. Place a sign on the door to the main entrance of the library. If the leak is in an area that cannot be isolated from patron traffic or the leak cannot be contained evacuate and close the building.

## **POWER OUTAGE**

1. There are emergency battery back-up lights throughout the building.
2. There are flashlights located at each service desk.
3. Assist patrons in evacuating the building. Check all bathrooms to make sure patrons are not trapped inside without light.
4. Call PSEG to report the power outage 800-490-0075.
5. If the Library Director is not in the building, call the Director to advise the situation. If the Director decides to close the building for the day, shut off staff and public computers by the power strip and follow the Shut Down List below:

## **SHUT DOWN LIST**

In the event of an electrical outage the following main switches should be turned off. They are located on the east wall in the boiler room.

### TURN OFF:

- Air conditioning units: UL-1; UL-2; UL-3; LL-1; LL-2; LL-3
- Both elevators: old and new
- Both supply pumps
- Well pump
- Ceiling Unit in IT office (shut down is the red handle on the right side above the ceiling)

After power is restored, the switches should be turned on; allowing 30-60 seconds between each. They should be turned back on in the following order:

- Well pump; both supply pumps. (Before turning on A/C Units, it is imperative that the well pump is operating.) To check if well pump is operational, look at VFD box in maintenance office, or go into the BMS on the computer.
- It may be necessary to re-boot the well pump. Follow directions on the Trane power flex box in maintenance office. Also, the well pump will not begin to run until the supply pumps are turned on.
- All air conditioning units.
- Both elevators.
- A/C unit in the IT office. Note: before turning on unit, remove front cover and depress pressure relief button (blue) inside unit. Then turn on unit.

### **NO WATER**

Call Suffolk County Water Authority (631) 698-9500/After Hours Emergency (631) 665-0663. If the Library Director is not in the building, call the Director to advise the situation.

### **NO HEAT/AC/HOT WATER**

If the Library Director is not in the building, call the Director to advise the situation. DSI Mechanical handles the library's heating, air conditioning and boilers.

### **ELEVATOR EMERGENCY**

1. Get elevator key and lock box key from top left drawer in maintenance office desk.
2. Open lock box and get key for elevator motor room for affected elevator.  
Note: Patron (New) elevator is motor room#2; key #15  
Staff (Old) elevator is motor room #1 key #18
3. Proceed to motor room in lower stack, located next to staff elevator doors.

### **STAFF ELEVATOR (OLD):**

1. Turn off power supply.
2. Open outer doors with elevator key by inserting key fully until collar touches door and turning clockwise, and pushing doors apart.
3. Manually open inner doors.
4. Turn on power supply.

### **PATRON ELEVATOR (NEW)**

1. Turn off power supply.
2. Open gray cabinet as marked; unplug wire labeled with white tape.
3. Open outer doors with elevator key by inserting key fully until collar touches door and turning counter clockwise and pushing doors apart.
4. Open inner doors by pushing handle labeled "push here" and manually pry doors apart.
5. Return to motor room; re-insert plug in gray cabinet and turn on power supply.

## **HEALTH EMERGENCIES**

Notify your supervisor, the director, and maintenance personnel. Call 911 in the following circumstances:

1. Injured/ill person is unconscious, vague or confused, or otherwise unable to communicate.
2. Injured/ill person agrees to 911 call when asked.
3. Staff member in attendance decides emergency medical personnel are needed.
4. Injured/ill person is known to have a chronic medical condition.

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. If the person is bleeding, put gloves on before handing anything to the injured person, such as bandages, towels or water. No medication, including aspirin, should ever be dispensed to the public.

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.

If the person is not breathing and has no pulse, AED devices with instructions are located at the circulations desk on the 1st floor and in the reference office on the 3rd floor.

First aid kit locations:

Circulation Desk

Children's Desk

Adult Reference Office

Business Office

Maintenance Office

## **CODE ADAM**

If a child is reported missing:

1. Obtain a description of the child to include: Name, Age, Sex, Race, Weight, Hair Color, Clothing, and Shoe Color.
2. Push the speaker page button on the phone and pick up the receiver. Announce "CODE ADAM."
3. Immediately secure maintenance and front doors. All other doors are alarmed.
4. Call maintenance staff to front door area.
5. Begin search by staff. If the child is not found within 10 minutes, dial 911.

## **ADULTS LOITERING INAPPROPRIATELY IN CHILDREN'S OR Y/A AREAS:**

1. Notify the Director, children's librarian, reference librarian, and maintenance personnel.
2. Maintain a "discreet" watch.

## **UNRULY/DANGEROUS PATRONS:**

1. Use the "two person rule"—always have a second staff member present when dealing with a potential situation for the following reasons:
  - a. It gives you a credible witness to exactly what transpired.
  - b. It protects the Library from potential liability.
2. Mr. Marve page: If you require assistance for any reason, use the speaker page system and

announce “Mr. Marve, please come to *your area* i.e. “children’s desk or circulation.” Mr. Squillante, maintenance personnel, and available staff will respond.

3. Push the panic button:
  - a. If you feel physically threatened.
  - b. If you see a situation escalating beyond our control.

If the panic button is pushed; a group page is to be sent out saying “May I have your attention please. There is an emergency in the building. Please evacuate immediately in an orderly fashion to the nearest exit.”

### **BOMB THREATS**

**NEVER USE RADIO COMMUNICATION or PANIC BUTTON SYSTEM DURING A BOMB THREAT! RADIO TRANSMISSIONS CAN CAUSE A BOMB TO EXPLODE!!!**

1. Remain calm. Take note of the caller’s voice (male/female, young/old, age, accent) and any background noise.
2. Push the speaker page button on the phone, pick up the receiver and make the following announcement in a calm but firm voice: “May I have your attention please. There is an emergency in the building. Please evacuate immediately in an orderly fashion to the nearest exit.”
3. Follow the evacuation procedures for your area that are posted on the red clipboards. (See Appendix A--Evacuation Procedures)
4. Call 911 to report the bomb threat.

### **ACTIVE SHOOTER**

FEMA Guidelines:

1. Push the panic button if you are behind the circulation desk, children’s desk, or reference desk.
2. Run: Evacuate the building.
3. Hide: If you can’t escape. Enter an office and lock or barricade the door.
4. Fight: Only as a last resort by any means available.

## **Appendix A---LIBRARY EVACUATION PROCEDURES**

### **BUSINESS OFFICE:**

Radio #1

1. One person is to pick up a radio
2. Clear business and tech office, staff lounge and bath and Director's Office
3. Proceed to Adult Reference to assist if necessary
4. Exit down back stairs, and out staff entrance. -Do not use the elevator.
5. Report to maintenance when building is exited.
6. Proceed to staging area in east parking lot. Report to maintenance upon arrival.

### **ADULT REFERENCE DESK:**

Radio #1

1. Clear adult reference area, two patron lavatories, IT office, LI History Room.
2. Exit down back stairs and out staff entrance. Do not use the elevator.
3. Report to maintenance when building is exited. Proceed to staging area in east parking lot. Report to maintenance upon arrival.

Radio #2

1. Clear upper stack, five tutor Room and two study rooms -Exit upper stack through emergency exit. Do Not use the elevator.
2. Report to maintenance upon exiting building. Proceed to staging area in east parking lot. Report to maintenance upon arrival.

### **CHILDREN'S REFERENCE DESK:**

Radio #1

1. Pick up radio
2. Clear children's area, Y/A room, Quiet study and children's lavatory.
3. Exit through children's area emergency exit. Report to maintenance upon exiting the building.
4. Proceed to staging area in east parking lot. Report to maintenance upon arrival.

**CIRCULATION DESK:**

Senior clerk will take the staff schedule book and direct one person to lower stack and one to auditorium area.

Radio # 1: senior person: -

1. Take staff schedule book.
2. Clear DVD area and Brightwaters porch.
3. Exit through front doors. Report to maintenance when building is exited.  
Proceed to staging area in east parking lot. Report to maintenance upon arrival.

Radio # 2: -

1. Proceed to and clear lower stack.
2. Exit through lower stack emergency exit. Report to maintenance upon exiting building. Proceed to staging area in east parking lot. Report to maintenance upon arrival

Radio # 3:

1. Clear east and west auditorium, men's and ladies room, and gallery
2. Exit through gallery door and/or auditorium emergency exit. Report to maintenance when building is exited. Proceed to staging area in east parking lot. Report to maintenance upon arrival.

**MAINTENANCE DEPARTMENT:**

1. Senior maintenance person report to maintenance office.
2. Pick up fire evacuation checklist
3. Monitor radio for report from each department. Check box for each department upon receiving. Report that they have exited building  
Check box for each department upon receiving report that they have reached staging area.
4. Monitor fire alarm panel; and report to and assist Fire Department upon their arrival.
5. Remaining maintenance personnel: assist library staff in building evacuation as instructed.

**Appendix B---- EMERGENCY CALL LIST**

<b>Air conditioning, Heating &amp; Boilers</b>	<b>Thermal Solutions, Inc.</b>	<b>(631)366-0550</b>
<b>Alarm system</b>	<b>Laser Alarm</b>	<b>(631)665-5358</b>
<b>Audio Visual</b>	<b>Advanced Sound</b>	<b>(631)667-0973</b>
<b>Carting</b>	<b>Winter Bros.</b>	<b>(631)491-4923</b>
<b>Cleaning Service</b>	<b>Strike Force</b>	<b>(631)382-9300</b>
<b>Copy/Paper folding machine</b>	<b>Ruben</b>	<b>(631)922 7024</b>
<b>Door Repair</b>	<b>LI Auto. Door</b>	<b>(516) 931-2273</b>
<b>Electrician</b>	<b>Hollborn Electric</b>	<b>(631)581-2624</b>
<b>Fire Extinguishers</b>	<b>Anderson</b>	<b>(631)665-6862</b>
<b>Fire Alarm System</b>	<b>High Rise</b>	<b>(718) 369-3434</b>
<b>Fire Door</b>	<b>McKeon</b>	<b>(718) 755-0199</b>
<b>Glass Repair</b>	<b>Baradzi Glass</b>	<b>(631)666-0022</b>
<b>Landscaping</b>	<b>Giannini</b>	<b>(631)957-5100</b>
<b>Electric</b>	<b>PSEG</b>	<b>(800)490-0075</b>
<b>Locksmith</b>	<b>F&amp;J Locksmith</b>	<b>(631)666-3998</b>
<b>Lumber</b>	<b>East Islip Lumber</b>	<b>(631)581-1869</b>
<b>Pest Control</b>	<b>Arrow</b>	<b>(631)661-5330</b>
<b>Plumbing</b>	<b>Suffolk Plumbing</b>	<b>(631)968-5421</b>
<b>Sewer and Drain</b>	<b>A-1 Sewer &amp; Drain</b>	<b>(631)661-5306</b>
<b>Sprinkler System</b>	<b>Rich Wohl</b>	<b>(631)298-8168</b>
<b>Snow Removal</b>	<b>Mennella</b>	<b>(631)665-1290</b>
<b>Vending Machine</b>	<b>Sharper Image</b>	<b>Tom cell (516) 445-1687</b>
<b>Water</b>	<b>Suffolk County Water Authority</b>	<b>(631)698-9500</b>
	<b>After Hours Emergency</b>	<b>(631)665-0663</b>