

# DOVER PLAINS LIBRARY DISASTER PLAN 2017

## PHONE NUMBERS

**IN CASE OF EMERGENCY/DANGER  
CALL AUTHORITIES FIRST THEN REFER TO THE PHONE LIST**

Director/ Laurie Buckley	845-797-3192 / 845-832-6354
Board President/ Barry Schibanoff	832-6318
Town Supervisor/ Linda French	832-6130/832-6958
Town hall	832-6111
Police	877-3031
Fire	452-1232
Alarm company/ ETC	877-3400
American Legion/ John Conto	832-9601/877-3771
NYSEG	1-800-572-1111/1-800-572-1131
Fuel/Bottini	297-5580
Dover Highway Department	832-9567
Heidi Barto	832-9052
Lisa King	206-6077/832-9345

## **FIRE EMERGENCY**

Do not panic, but do not underestimate the potential danger represented by a fire. At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff proceed to do so, if not

- Call 911
- Evacuate entire building
- Check restrooms
- Check legion
- Close doors
- Call Director if not present
- Call Board President

**ONCE YOU ARE OUT OF THE BUILDING DO NOT RE-ENTER FOR ANY REASON. STAFF WILL WAIT OUTSIDE FOR THE FIRE DEPARTMENT.**

## **HEALTH EMERGENCY**

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. 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 should use their own judgment to do what is prudent and reasonable. The Police should

be called immediately in the event of a serious condition. NO MEDICATION, including aspirin, should ever be dispensed to the public.

- Fill out an accident report
- Call Director if not present

## **BOMB THREAT**

### **IF BY PHONE**

Keep the caller on the line as long as possible. Ask caller to repeat the message and try to write down every word spoken by this person. If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION**. Pay particular attention to peculiar background noises such as motors running, music or any other sounds that may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Then clear the building.

### **IF PHYSICAL**

- Evacuate the building
- Call 911

## **TERRORIST EMERGENCY/ NUCLEAR DISASTER**

- Evacuate the building
- Lock the front doors
- Use common sense

## **HURRICANE/ TORNADO EMERGENCY**

- Stay away from windows
- Prepare for power outage
- Go to basement of building

## **BUILDING EMERGENCIES**

### **Flood**

- If pipes burst go to main water valve and shut off water
- Call plumber
- Call Director
- Call Board President

## **SNOW EMERGENCY**

Closings, delayed openings or early dismissals are at the Director's discretion.

Having gone to the trouble of preparing a disaster plan, it is important to revise it frequently and to ensure that all staff are familiar with its contents. One of the best methods of maintaining staff awareness is to practice the plan regularly.

Approved 2/11/09, Updated 7-24-17, Approved by the Board of Trustees on 8-2-17