

Warsaw Public Library Emergency/Disaster Plan

Including Emergency Closing Plan

Preparation

- Keep the Disaster Plan available in appropriate locations,
- The staff and director need to be aware of its location and contents.
- Review and update the plan regularly. (Names, addresses and telephone numbers of personnel, service providers and government offices.)
- Keep internal fire doors closed.
- Maintain fire alarms, fire extinguishers, first aid kits, etc.
- Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
- Store valuable records/materials in fire/water proof areas.
- Keep storage cabinets doors/drawers closed when not in use.
- Maintain a disaster kit and update the emergency supply inventory as needed.
- It should include:
- First Aid Kit
- Rubber/latex gloves
- Flashlights
- Extra batteries
- Roll of plastic
- Tape (duct)
- Scissors
- Zip-Lock bags
- Snack Food and Water

1. Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of governmental authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Get the attention of a person with a hearing disability by touch and eye contact and clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

2. Fire Emergency

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- Pull Nearest Fire Alarm (3 located inside at front door, side door, & fire exit door at back of building)
- Call 911 (Fire alarm is connected with local fire dept.)
- Evacuate the building, checking the restrooms and elevator.
- Elevator emergency door key and fire alarm box key are labeled and located in the back of the cash box.
- Close the doors and windows if it can be done safely

- Wait outside for the fire department
- Do not re-enter the building until the Fire Department says it is safe to return.
- Call the library director and Board President

3. Health Emergency

Staff member should exercise caution when administering first aid, even of a minor nature, because of the safety or the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff member should use their own judgment as to what action is prudent and reasonable. No medication; including aspirin, should ever be dispensed to the public.

- Call 911
- Call the library director/if unavailable, call board president
- Call parent/guardian it's a minor
- Fill out an accident report

4. Snow Emergency

Closings are at the library director's discretion or their designee. If he/she is unavailable, the staff should use their own judgment

5. Severe Storms

- Close all exterior doors and windows
- Shut down the computers
- Prepare for a power outage

6. Tornadoes

- Do not leave the building. Shut all exterior windows and doors if there is time.
- Go to the basement or an interior room.
- Prepare for a power outage

7. Flooding

- Shut off the water valves, sprinkler valve or the electric to the pump. (*located and labeled in boiler room*)
- Call the plumber
- Call the library director and board president

8. Bomb Threat

If by phone:

- Keep the caller on the line as long as possible.
- Ask: the call to repeat the message and try to write down every word he/she says. If the call does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating. Listen closely to the voice (male /female), voice quality (calm/excited), accents, and speech impediments.
- Call 911
- Evacuate building

If in person:

- Evacuate building
- Call 911

9. Biohazard

- Leave the suspicious substance where it was found
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

10. Infestation

- Leave the substance where it was found.
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

11. Local/National Emergencies:

- Monitor the news and follow any instructions given
- Call the library director and or board president
- Evacuate the building or remain in a safe area of the building

Phone Numbers

Library Director: Lisa Gricius 585-993-0157

Library Board President: Shani Jones 585-944-2234

Town Board Liaison: Travis Jones 585-409-5536

Warsaw Town Hall: 585-786-2800

Town Supervisor: Steve Perkins 585-322-2912

Highway Dept. Town: 585-786-2427

Village Office: 585-786-2120

Highway Dept. Village: 585-786-2120

Police: (911) 585-786-2000

Fire: (911) 585-786-2468

Insurance Company: Tompkins 585-344-2713

Plumbing, Heating & Air: Harding's 585 237-5561 After Hours Number 585- 857-3374

Pest Control: TBD

Electrical: Beardsley 585-493-5709

Wyoming County Emergency Services: 585-786-8867

EMERGENCY CLOSING POLICY

PURPOSE

The Warsaw Public Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The primary goals of Warsaw Public Library's Emergency Closing Policy are to establish

- The types of emergencies which may cause the library to close or suspend services
- The power of the Director to close the library due to an imminent or immediate emergency

If the library's Emergency & Disaster Plan needs to be implemented

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. Staff scheduled to work will be paid for the hours closed if scheduled.

ADMINISTRATION

The Director is empowered by the Board of Trustees to address emergency conditions and may close the Warsaw 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 library assts.

TYPES OF EMERGENCIES

The decision to close the library will be made with the health and safety of the library staff and community as the top priority. The following emergency situations may call for closure of the library:

- Severe weather events
- Local or regional declaration of a State of Emergency
- Pests, bugs, or infestation
- Loss of critical utilities
- Gas leak or suspected gas leak
- Water Damage or Flood
- Fire
- Hazardous spill
- Bomb threat
- Active shooter
- Lockdown/Shelter In Place
- Pandemic, serious illness, or public health crisis

Other emergencies may occur that cannot be planned for. The Director will handle such situations in accordance with this policy and the library's 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.

COMMUNICATION

All library closures will be communicated to the public via local news stations and on 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.

ONGOING USE EVALUATION

The Emergency Closing Policy will be evaluated yearly at the Board of Trustees Annual Business Meeting and updated as needed.

Questions or concerns regarding Warsaw Public Library's Emergency Closing Policy should be brought to the Director.

Board Reviewed & Approved 1/13/2026