



9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

BUSINESS CONTINUITY POLICY

Adopted April 11, 2005. Revised October 15, 2018

Avoidance/Preparation

Library Clerks or Director will secure the building at closing time. Upon exiting the building the security alarm will be activated. Library staff will de-activate the alarm when entering the building.

- ◆ Staff should be familiar with the location, type and application of the fire extinguishers in the building. The fire extinguishers will be checked by a fire extinguisher maintenance professional on an annual basis.
- ◆ The town/village code enforcement officer will make periodic inspections of the building.
- ◆ All staff should be made aware that 911 is the all-purpose emergency number to be used in event of an emergency that requires immediate assistance from the fire department, police or serious medical emergencies.
- ◆ The work paths and exit paths will be kept clear of any clutter or storage materials.
- ◆ Staff need to be aware of the physical condition of the Library, reporting any leaks, running water, broken glass or anything out of the ordinary to the Library Director (or a Library trustee in the Director's absence).
- ◆ A supply of garbage bags, paper towels, latex gloves and other cleaning supplies will be kept for any initial, small cleanups.
- ◆ The Facility Committee of the Library Board of Trustees shall conduct an annual walk-thru of the Library building and grounds to evaluate the condition of the building and note any hazardous conditions. The committee will report to the Board.
- ◆ A copy of records critical to the operation of the Library shall be stored off-site and updated periodically. Records pertaining to the circulation, item holdings and patron databases will be stored by the Pioneer Library System. A copy of payroll information is available through Allied Payroll Services. Board minutes are available from the Board Secretary. Director's files are available in the Director's Dropbox account and on the icloud backup provided by PLS.

Emergency Contact List

A list of contact numbers for most building/service disruption issues hangs in a plastic sleeve above the panic button in the doorway between the Main Desk and the Work Room.

Emergency Closing

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the Library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The Library cooperates fully with public safety agencies and emergency service providers.

The Library Director (or the staff person on site in her/his absence) at the time of the emergency will determine when to close the Library during an emergency or catastrophe. Notice of the closing will be posted on the main entrance door, the Library's website, and the Library's Facebook account.

Emergency Evacuation Procedures

Remember: R - A - C - E

RESCUE: Remove any person(s) in immediate danger

ALARM: Sound the alarm

CONFINE: Confine the area (by closing the doors)

EVACUATE: Initiate evacuation procedures

RESCUE

Staff member who discovers the fire begins evacuation procedures by announcing (loudly but calmly) that there is a fire in the Library and that everyone must leave the building.

Staff members will clear main Library area, program room, staff workroom area, and bathrooms.

ALARM

Staff members will pull the fire alarm located over the copy machine

CONFINE

When practicable, staff members will close interior doors to contain the fire.

EVACUATE

Staff members will assist patrons to the closest usable exit depending on the location of the fire.

1. Front Entrance
2. Emergency Exit in Young Adult Area
3. Staff Entrance

Initial Procedures in a disaster

◆ If fire or water damage has occurred:

1. Advise the Library Director or President of the Library Board (or another Board member if president not available) of the situation
2. In winter, turn the heat to 50 degrees. (Keys to the thermostats are stored in a labeled small gold envelope in the crown mug on the work table in the Director's office)
3. Open doors and windows if air outside is cool and dry but not freezing. If electricity is functional, use electric fans to expel humid air from the building. Wear rubber gloves and remove any materials from puddles of water on floors. **DO NOT TURN UP THE HEAT.** This will prevent mold and mildew damage as much as possible.
4. If water damage - call Jenny Goodemote at Wood Library for contact information on book drying services.

◆ If vandalism has occurred, but no fire or water damage:

1. Advise the Library Director or President of the Library Board (or another Board member if president not available).
2. Take pictures of the damage. On paper, document what you see. Do not touch anything in the area of the damage until directed by the Library Director or Board member. They will make the call to the police to investigate the situation. Complete an incident report and notify the insurance company - Eastern Shore Associates.

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. 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. 911 should be called immediately in the event of any serious problem. An incident report should be completed including witness statements and contact information as soon as possible after initial response. No medication should ever be dispensed to the public.

Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the 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, background music, and any other sounds which 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. Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search.

General Notes

- Remain calm and use good judgment. Avoid casting blame when possible. Document everything.
- **Water Shutoff** – located in utility room. Use crescent wrench to turn one quarter turn clockwise
- **Electric Shutoff** – Main circuit is the large one at the base of the electric panel box
- **Bugs** – if you find bugs in the Library, attempt to confine them as quickly as possible. Plastic bags work for small to midsize items (you can get garbage bags from the Library Cleaner's shelves). Evacuate the Library and call America's Pest X 585-340-7914
- **Important Documents** - If possible in a fire/water emergency if you can safely do so, please try to take the money from the cash register and get the safe from under the work table in the Director's office. But this is ONLY in a situation where you are able to safely.
- **Loss of Director** – if the Director is not able to continue her/his duties, there is an envelope under the monitor of the Director's computer with password information and instructions to get started with the job duties. The Board President has a hard copy of the information as well.

Bloomfield Public Library
Voice - 585.657.6264 Fax – 585.657.6038

EMERGENCY LIST

Copier

RICOH – to call for service follow instructions on front of machine

Computers/Network/OWWL

Follow colorful flowchart on cupboard door
After hours phone # on the bottom
Problem with one computer
Email support@pls-net.org

Electrical Outage

Rochester Gas & Electric
1-800-743-1701

Electrician

Critical issues only
Mike Falk – Falk Electric
509-1433

HVAC

Van Hee Heating Service, Inc
545-4096
If after hours – listen to instructions on message and follow them

Insurance

Complete an Incident Report form for any and all issues that occur (copies are located in plastic crate on counter behind Main Desk by the laptops)
If someone is injured or property is damaged, call Eastern Shore Associates and let them know (be prepared to scan and email your completed incident report)
Eastern Shore (Jackie Shaffer)
315-986-7017

Lawn Mowing & Snow Removal

Including gutter cleaning
Ryan Duvall Lawn & Landscape
857-6791

Locksmith

Library emergencies only
Curtis Locksmithing
Reginald
394-1768

Natural Gas

If you smell a strong natural gas odor, get out and call 911 from a cell
National Fuel Emergency #
800-444-3130

Pioneer Library System

394-8260
Lauren Moore – PLS Exec. Director x106
Ron Kirsop – PLS Asst. Director
X103
Hope Decker – PLS Member Library
Liaison x107

Plumbing or Maintenance issue that cannot wait

Finger Lakes Handyman
880-4753 (after hours 880-7242)

Security System

SG Security – issues with alarm
657-6565

Alarm Monitoring

(if you set it off)
844-222-1284
(security code is 0391)

Trees (tree or limbs in parking lot)

Extreme Tree
800-206-6936

Vacuum Cleaner

Mike (Gabriel First Corp)
750-3400

**Bloomfield Public Library
Accident/Incident Report**

Date _____ Time _____

Staff Member(s) _____

Name(s) of individuals involved

Address(es) & Telephone Number(s)

Name(s), Address(es), Telephone Number(s) of non-staff witnesses

Describe what happened and what action was taken:

Were police, fire department, or ambulance called? _____
If yes, give specifics: (time of call, time of arrival, action taken)

Was insurance company notified? (Eastern Shore Associates @ 315-986-7017;
agent Jackie Shaffer)

Additional comments or statements:

Director notified: _____

Signature _____