Wallkill Public Library Emergency Preparedness Policies & Procedures

Last Revised 4/18/2025

Emergency Contact Information

In the event of an emergency Dial 911 first and make follow-up calls afterwards.

Library Contacts

- Daniel Perkins (Library Director): (646) 460-2622
- Julie Moussot (Circulation Supervisor): (845) 467-0815
- Todd Craner (Board President): (845) 389-8207
- Mary Lou VanAken (Board Vice-President): (845) 394-7692

Law Enforcement (Non-Emergency Numbers)

- Shawangunk Police Department: (845) 895-2233
    - Fax: (845) 895-9887
- Ulster County Sheriff's Department (Wallkill): (845) 895-3011

Fire Department (Non-Emergency Number)

- Wallkill Hook, Ladder & Hose Company: (845) 895-9708

Other Emergency Contacts

- Poison Control Helpline: (800) 222-1222
- Central Hudson:
    - Gas Leak: (800) 942-8274
    - Down Powerline/ Power Outage: (845) 452-2700 OR (800) 527-2714
- SafeCo Alarm Co.: (845) 338-4440
- Access Heating & Cooling (HVAC/ Boiler): (845) 695-2990
- HVTech (IT/ Network): (845) 475-8370
- Ehrlich Pest Control: (845) 692-2211
- Frank's Handyman Service: (845) 224-6699

Reporting Incidents

Staff are expected to inform the Director and/or Circulation Supervisor regarding any incidents or emergencies that occur during their shift as soon as possible. If they are present, they should be informed of the incident as it is occurring. If neither is on shift, then staff should reach out to them as soon as the situation allows.

Responding staff should provide the Director and/or Circulation Supervisor with information about the nature of the incident, including:

- The names of those involved.
- The nature of the incident or emergency.
- Actions taken to address the incident.
- Follow-up actions required or requested by those involved.
- Contact information, if available, for those involved.

Alarm Fob & First Aid Supply Locations

- **Alarm Fob** locations:
  - 1st Floor Circulation desk, on the counter to the left of Circulation PC 1.
  - Children's Room Circulation desk, in the middle desk drawer.
- **First-Aid** kit locations:
  - In the First Aid cabinet in the staff kitchen on the 1st floor.
  - On the shelf marked First Aid Supplies in the Boiler room in the basement.
- **Narcan** kit locations:
  - Opioid Emergency Kit on the wall above the copy machine Jamex machine.
  - In the First Aid cabinet in the kitchen.
  - In the Director's Office on the 2nd floor. Located on the top shelf of the bookshelf across from the director's desk.

Medical Emergencies

Be prepared to provide as much information as possible to the 911 dispatcher, including:

- Individual's age & gender (if known)
- Illness or injury circumstances (if known)
- Level of consciousness (alert, confused, unresponsive, etc.)
- Interventions performed (e.g. CPR)

Small/ Minor Injuries

- Ask the injured person(s) if they require any assistance.
- Note the location of first aid kits listed above and provide the patron with band-aids or antiseptic if requested.
- Allow the person, or their parent/guardian, to apply band-aids or antiseptics themselves.
- If assistance is requested, protect yourself before rendering care and thoroughly wash your hands afterwards.

Severe Injuries

- Avoid leaving the injured person(s), except to get help. Ask someone to dial 911.
- Ask a bystander to help direct emergency responders.
- Render CPR or first aid if trained and feel comfortable providing care.
- Protect yourself before rendering care and thoroughly wash your hands afterwards.

Fire

If you discover a fire

R- Rescue

A- Activate Alarm

C- Close all doors/Windows

E- Evacuate

- Activate the panic button on your alarm fob & yell for others (patrons and employees) to evacuate and direct them to the nearest available exit.
- Call 911 if safe to do so. Otherwise, evacuate the building and call 911 from outside.
- If safe to do so, immediately exit the building, closing the doors behind you.
    - DO NOT lock the doors.
    - DO NOT open windows.
- Assist people with disabilities or special needs.
- Inform emergency responders about people who have not been evacuated or if you know of someone trapped.
- Gather outside away from the building and follow instructions from emergency responders. Suggested gathering points include:
    - On the sidewalks across the streets on Park Ave and Central Ave.
    - On the sidewalk on the other side of the library lawn.

    - On the sidewalks on either side of the Shawangunk Town Hall.
    - ***Only gather in areas that are not immediately impacted by the emergency, and vacate gathering locations if directed by emergency personnel or library staff.***
- DO NOT attempt to re-enter building until instructed to do so.

What to do if you are stuck inside a room with no exterior exits?

- Close as many doors as possible between you & the fire
- Use the back of your hand to feel closed doors. **DO NOT open if hot.**
- If you are unable to leave, use cloths (preferably wet) to seal cracks under the door and cover air vents.
- If you are unable to leave, call 911 to notify them of your location and situation.
- If you are in a room with a window place a cloth so it is hanging out the window and held in place by the closed window. **DO NOT LEAVE THE WINDOW OPEN. DO NOT BREAK THE WINDOW GLASS.**

How to use a fire extinguisher

P **PULL** the lock-pin from its place.

A **AIM** at the base of the fire.

S **SQUEEZE** the handle.

S **SWEEP** across the flames at the base of the fire.

If you are caught in smoke

- Drop to your hands and knees and crawl toward an exit.
- Stay low to the floor, as smoke rises to the ceiling level.
- Take shallow breaths through your nose.

Evacuation

A building evacuation goes into effect in case of fire or other emergencies that requires some or all occupants to immediately leave a building to ensure their safety.

How to Prepare for a Building Evacuation

- Familiarize yourself with emergency stairwells, exit routes, and assembly areas for your primary location, as well as areas of the building that you frequent.
- Know at least two (2) exits near your primary location.

- If you have a pre-existing or new disability, let the Library Director or your supervisor know that you will require assistance in an evacuation.

Signals for Evacuation

Evacuation is necessary when:

- A fire detector is activated,

  or

- Evacuation is instructed by a first responder or supervisor.

Actions for Evacuation

- Always evacuate to the nearest accessible exit or stairwell, or alternate if nearest exit is blocked.
- Move to a specific area if directed to by a supervisor or by emergency personnel.
- Stay calm. Do not rush or panic.
- If safe to do so, take personal items (phone, keys, etc.).
- Check the conditions of stairwells before evacuating.
- When going up or down the stairs, stay to the right as first responders will be coming from the left.
- Do not congregate in the lobby, directly in front of the building, or directly alongside of the building.
- Assist persons with disabilities or special needs. If you are on the upper floor of the building and cannot get down, alert emergency personnel of location.
- Gather outside away from the building and follow instructions from emergency responders. Suggested gathering points include:
  - On the sidewalks across the streets on Park Ave and Central Ave.
  - On the sidewalk on the other side of the library lawn.
  - On the sidewalks on either side of the Shawangunk Town Hall.
  - ***Only gather in areas that are not immediately impacted by the emergency, and vacate gathering locations if directed by emergency personnel or library staff.***
- Do not re-enter the building until instructed to do so by emergency personnel.

Outages

Water Outage

- Contact the Director and/or Circulation Supervisor immediately.
- Make an announcement to patrons that we are closing

- Place signs on both doors stating closed due to emergency.
- Follow the regular closing procedure.

Power Outage

- Remain calm and move cautiously toward the nearest available exit.
- Report the power outage to the Director and/or Circulation Supervisor.
- Make an announcement to patrons that we are closing for safety reasons until the power is restored.
- Place a sign on both doors stating closed due to emergency.
- Staff can leave if the power is out longer than two hours. You can find an estimation of how long the power will be via Central Hudson's Outage Map at https://outagemap.cenhud.com/ (assuming cell service is available).
- If staff is leaving, follow the regular closing procedures.

HVAC Outage

- Contact the Director and/or Circulation Supervisor immediately.
- Building must close within 1/2 hour of failure if extreme cold or heat outside.
- Make an announcement to patrons that we are closing
- Place signs on both doors stating closed due to emergency.
- Follow the regular closing procedure.

Natural Disaster/ Severe Weather

Weather events are closely monitored by the Library Director and/or Circulation Supervisor.

In the event of a weather-related emergency, alerts will be sent to staff and to the public to provide information regarding building closure and/or program cancellations.

Severe Weather

- Stay informed. Listen to the news and learn how this event may affect you.
- Report any injury to the Library Director or Circulation Supervisor or call 911 if necessary.
- Report any building/property damage or hazard to the Library Director or Circulation Supervisor.
- Close, secure, and lock operable windows.
- Remove loose items, objects, or supplies from windows and windowsills.
- Do not use unnecessary electronic devices, which may cause a power outage.
- Await instructions from the Library Director or Circulation Supervisor, who will determine whether it is necessary to close the library.

- If the Library is closed to the public due to severe weather, the Library Director will send out all necessary alerts to the staff and the public.
- Staff should keep an eye on their e-mail/phone for messages from the Library Director.

Bomb Threat

Call 911 and the Library Director in every instance to report a bomb threat.

Threat by Telephone

- Don't hang up; keep caller on phone as long as you can.
- Signal or pass a note to someone close-by to get help and begin evacuating everyone.
- Copy phone number down that appears on caller ID.
- Evacuate the building and wait for the police at a safe distance.
- Gather outside away from the building and follow instructions from emergency responders. Suggested gathering points include:
    - On the sidewalks across the streets on Park Ave and Central Ave.
    - On the sidewalk on the other side of the library lawn.
    - On the sidewalks on either side of the Shawangunk Town Hall.
    - ***Only gather in areas that are not immediately impacted by the emergency, and vacate gathering locations if directed by emergency personnel or library staff.***
- Prevent others from entering the building until the police arrive.
- Do not re-enter the building until directed by the police.

Threat by Writing/ Note

- Handle the document as minimally as possible.
- Secure the original threat; DO NOT alter in any way.
- Take a photo of the threat with your mobile device.
- Evacuate the building and wait for the police at a safe distance.
- Gather outside away from the building and follow instructions from emergency responders. Suggested gathering points include:
    - On the sidewalks across the streets on Park Ave and Central Ave.
    - On the sidewalk on the other side of the library lawn.
    - On the sidewalks on either side of the Shawangunk Town Hall.

    - ***Only gather in areas that are not immediately impacted by the emergency, and vacate gathering locations if directed by emergency personnel or library staff.***
- Prevent others from entering the building until the police arrive.
- Do not re-enter the building until directed by the police.

Threat by email

- Leave the message open on the computer & don't delete.
- Print, photograph, or copy the message and subject line; note the date and time.
- Forward the e-mail or deliver the print copy to the Library Director or Circulation Supervisor.
- Evacuate the building and wait for the police at a safe distance.
- Gather outside away from the building and follow instructions from emergency responders. Suggested gathering points include:
    - On the sidewalks across the streets on Park Ave and Central Ave.
    - On the sidewalk on the other side of the library lawn.
    - On the sidewalks on either side of the Shawangunk Town Hall.
    - ***Only gather in areas that are not immediately impacted by the emergency, and vacate gathering locations if directed by emergency personnel or library staff.***
- Prevent others from entering the building until the police arrive.
- Do not re-enter the building until directed by the police.

Suspicious Package

Recognizing a Suspicious Package

- Unexpected packages from someone unfamiliar to you.
- Missing or incorrect destination or return address.
- Excessive postage, no postage, or non-canceled postage.
- Restrictive markings (e.g. "personal" or "confidential").
- Threatening/inappropriate language on exterior.
- Oily stains, discolorations, or crystallization on exterior.
- Rigid, bulky, lopsided, or uneven.
- Strange odors or unusual noise from within.
- Protruding wires, aluminum foil, or metallic contents.

Handling a Suspicious Package

- DO NOT touch/handle/shake suspicious letter/package.

- Ask people in the immediate area if they own it.
- Move at least 100 ft. from the object BEFORE you call the Library Director/Circulation Supervisor and 911.
- Be prepared to evacuate.
- Take essential belongings, leave, & gently close the door.
- Do not change the environment (e.g. turn off the lights)
- Make sure the letter/package is isolated & the immediate area is closed off; keep others away from area.
- Isolate person(s) who've been exposed to any substance.
- Wash your hands if you came in contact with the package.

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, with a firearm.

Prevention

- Foster a respectful workplace.
- Identify individuals of concern to the Library Director.
- Report any updates to your contact info to the Library Director and/or Circulation Supervisor.

Preparedness

- Take note of the nearest exits & evacuation routes in a facility you frequent or visit (know multiple ways out).
- Be aware of your surroundings and possible dangers.
- Identify hiding places; look for rooms with heavy furniture and no windows.
- Familiarize yourself with the alarm fobs and be aware of where they are kept. Don't hesitate to use the fob or dial 911 if you are able to.

Interaction with Law Enforcement

- Remain calm and follow officers' instructions.
- Keep hands raised, visible, & empty at all times.
- Evacuate with your back up against the wall.
- Avoid making quick movements toward officers.