

Richfield Springs Public Library
Emergency Response

Emergency closings related to weather

During times of inclement weather the library may require to close during normal business hours. The responsibility of closing the library rests with the library director. The library director may consult local weather channel outlets or the village Department of Public Works to assess the weather situation prior to making a final decision. School closings will also be a consideration when closing the library.

If the determination to close the library occurs prior to open hours or during open hours, the librarian should make the information as conspicuous as possible. Postings on the library website and social media as well as calling local radio stations to announce the closings should occur. The librarian should also contact the Board President.

When closing the library early the librarian or staff member should follow the same closing routine of a normal day.

Emergency closings not related to weather

If the library needs to close for other emergencies than weather, the same effort to notify the public will occur. The closing should be announced on social media, the website and local radio stations (if necessary). The library should also post signs in the door announcing the closing as well as the date they are reopening. The librarian should also contact the Board President.

Electrical Emergencies

If an electrical outage occurs the librarian should assist users in vacating the library, especially at night. If the outage is not affecting a patrons ability to use the library they will not be required to leave the library.

The librarian will determine if the outage is within the building or a wider outage. If the outage is in the building the librarian should check the fuse box. If that does not fix the problem, the librarian should contact the Department of Public Works for assistance and recommendations.

If the outage is widespread the librarian should contact the power company to determine the extent of the outage and the estimated time to fixing the problem. If the outage is expected to last more than an hour during winter months, an emergency closing needs to occur. If the outage is expected to last more than an hour during summer months, the library can remain open for use. If the library closes due to the outage, the librarian will contact the Board President, post on social media and the website about the closing, as well as post signs on the door for the public to see.

Fire Emergencies

If there is a fire in the library 911 should be called immediately.

The librarian must assist in making sure every patron exits the library safely.

If the fire is small and the librarian can use the extinguisher to put out the fire. The fire extinguishers are located inside the front door of the library and beside the Memorial Room door.

Once the building is vacated or the fire is out, the librarian should contact the Board President.

Personal Injuries

For assistance that requires more than the use of a First Aid kit, call 911.

For assistance that does not require more than the use of a First Aid kit, administer first aid to the best of your ability. The first aid kit is located in the kitchen cabinet.

For any emergency or accident that occurs on the library property an accident form must be completed and submitted to the librarian and the Village of Richfield offices. The Board President should also be contacted when an emergency occurs.

Security Situations

Theft

If a theft of library property occurs the local police department should be contacted immediately. If there are witnesses to the theft, encourage them to stay and speak with the police. If they are unable to stay, obtain the witnesses name and phone numbers to give to the police. After speaking with the police the staff member should fill out an incident report and file that report with the Village Office. The Board President should be contacted.

If a theft of personal property occurs the victim of the theft should be encouraged to call the local police. The victim is not required to call the police and the library should not act on that persons behalf and do so. Whether or not the victim contacts the police an incident report should be filled out and kept on file. The Board President should be contacted.

Lockdown Emergencies

In the event of a lockdown the Richfield Springs Central School will have a flashing blue light activated on the outside of the building. If this light is on and students from the school are at the library, the library will provide a safe place for them until it is deemed safe to return to the school.

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Richfield Springs Public Library Accident Report

Accident Date: _____ Accident Time: _____ AM/PM

Name of injured person: _____

Address of injured person: _____

Phone number of injured person: _____ Date of Birth: _____

Description of injury:

Was 911 contacted? Yes No Who contacted 911? _____

Was the injured person transported to a hospital? Yes No

If yes, which hospital was the injured taken to: _____

If known, what was the result of the hospital visit: _____

Other information:

Signature of person preparing the form: _____

Date: _____

A copy needs to be sent to the Village of Richfield Springs Offices and shared with the Library Board President

Richfield Springs Public Library Incident Report

Incident Date: _____ Incident Time: _____ AM/PM

Name of person involved: _____

Address of person involved: _____

Phone number of person involved: _____

Description of incident:

Was the local police contacted? Yes No Who contacted the police? _____

Was a police incident form completed? Yes No If yes, please attach to this form.

Other information:

Signature of person preparing the form: _____

Date: _____

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