

# EMERGENCY INFORMATION

*Springfield Library*

Springfield Community Center • 129 County Highway 29A • Springfield Center, NY 13468

**FOR POLICE & EMERGENCY SERVICES, DIAL 911**

Adopted by the Springfield Library Board of Trustees, May, 2019

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# Telephone Numbers

## *Emergency Numbers*

Police & Emergency Services	911
Library Director (Hanna Conbeer)	(518) 596-4951
Board President (Marilyn Marshall)	(914) 833-0747
Town Supervisor (Galen Coqui)	(607) 264-3191
4CLS (Steve Bachman)	(607) 723-8236 x301

## *Board Member Numbers*

Dennis Dorn, Trustee	(607) 858-2324
Jonathan Miller, VP	(315) 868-6311
Carlin Thompson, Trustee	(607) 437-5119
Cheryl Zamelis, Trustee	(315) 345-5669

## ● Telephone Numbers

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# Missing Person (Infant, Child, Adult)

- Dial 911 to report emergency and location
- Secure all exits
- Verbally detain any who:
  - Is accompanied by a child
  - May be concealing a child
  - Fits the description of the missing person
- Do NOT physically detain anyone!
- Notify the Library Director or Board President

## ● Missing Person

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# FIRE

## If Question of Fire Suspected

- Dial 911 to report emergency and location
- Notify Library Director
- Notify Board President
- Notify Town Supervisor

## R.A.C.E.

<b>Rescue</b>	Rescue anyone in immediate danger
<b>Alarm</b>	Dial 911
<b>Confine</b>	Confine the fire by closing doors and windows
<b>Extinguish</b> <i>or</i>	Use extinguisher or blanket to smother if fire is small
<b>Evacuate</b>	If you cannot extinguish the fire

## Fire Extinguisher Use

<b>Pull</b>	The safety pin
<b>Aim</b>	The nozzle at base of fire
<b>Squeeze</b>	The handles together
<b>Sweep</b>	Back and forth at base of fire

- Fire
  - Explosion
  - Visible Smoke
  - Carbon Monoxide
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# MEDICAL EMERGENCY

## Take Action

- Dial 911 to report emergency and location
  - Keep patient calm and quiet
- Notify Library Director or Board President
- Notify Town Supervisor

## If Trained

- **Airway**
  - Make sure airway is not obstructed
- **Breathing**
  - Perform ventilation as needed
- **Circulation**
  - Perform chest compressions as needed
- **Stabilize patient**

- **Medical Emergency**
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# Threat of Terrorism

## **Look, Listen, Think**

- Look for suspicious items or packages
- Look for anything out of place
- Look for unusual sights
- Listen for unusual sounds

## **Do Not Touch Anything Unusual; Do Not Start a Search**

- Await the arrival of the police

## **Declaration of Emergency**

- Dial 911 to report emergency and location
- Notify Library Director or Board President
- Notify Town Supervisor

- Threat of Terrorism
  - Bomb Threat
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# Violent or Threatening Behavior

# Active Shooter

## Violent Action not involving Firearm

- Physical altercation
- Threats of violence
- Weapons that are not firearms
- Dial 911 when safe

## Declaration of Emergency

- Dial 911 to report emergency and location
- Establish safety zone
- Stay away
- Secure area
- Protect others
- Notify Library Director or Board President
- Notify Town Supervisor

## Active Shooter

- Display or use of firearm
- Threat of active shooter

## Declaration of Emergency

- Assist others with the following
- Evacuate, if safe to do so
- Run away from the direction of threat. Advise others to leave with you, but don't stop if they refuse.
- Hide (shelter in place)
- Take action (last resort)
- Dial 911 when safe
- State "Active Shooter", your location, and location of shooter(s)
- Notify Library Director
- Notify Board President
- Notify Town Supervisor

● Violent or Threatening Behavior

● Active Shooter



# ADVERSE WEATHER

**ADVERSE WEATHER** will be declared when the National Weather Service issues a Severe Weather Warning for the immediate area.

- Tornado
- Wind
- Hail
- Rain/Severe Thunderstorm
- Flooding
- Severe Snowstorm

If adverse weather is declared:

- Consider closing library
- Shelter in place if weather prevents people from leaving the building
- Notify the Library Director or Board President

- **Adverse Weather**
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# UTILITY FAILURE

## No Electricity

- Close the library
- Call the Town Supervisor
- Call the Board President

## No Water

- Close the library
- Call the Town Supervisor
- Call the Board President

## No Heat

- Close the library
- Call the Town Supervisor
- Call the Board President

## No Internet

- Call Steve Bachman at 4CLS

- **Utility Failure**
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# Property Damage

## Break-In

- Close the library
- Do not touch any evidence (screw drivers, crowbars, etc.) and preserve for police
- Call 911
- Request police report
- Call the Town Supervisor
- Call the Board President

## Property Damage

- Close the library
- Do not enter damaged library
- Call 911
- Request police report
- Call the Town Supervisor
- Call the Board President

## Insurance Claim

- Work with Board to assess damage and submit insurance claim