

V. SAFETY MANAGEMENT PLAN

This policy reflects our commitment to the health, safety, and well-being of every member of the Patchogue-Medford Library team. We are committed to providing a safe and healthy work environment for all employees and in providing the leadership, resources, and support necessary to achieve our safety goals.

A. Management's Responsibility

The Patchogue-Medford Library is responsible for implementing provisions of New York State's Public Employee Safety and Health Bureau (PESH), which provides occupational safety and health protection to all public sector employees by enforcing standards promulgated under the United States Occupational Safety and Health Act (OSHA).

Our safety and loss prevention program aims to eliminate on-the-job injuries and illnesses by integrating safety into all operations. Supervisors must incorporate this program into daily activities. Accidents create significant costs through lost productivity, material waste, equipment damage, and higher insurance premiums. Accident prevention is a core business responsibility at the Patchogue-Medford Library and receives equal priority with other organizational goals.

Our Safety Objectives:

- Engage all supervisors and staff in developing, implementing, and maintaining our safety program.
- Establish a Safety & Wellness Committee with management and staff representatives.
- Develop systems and programs tailored to our specific safety and health needs.
- Provide ongoing safety and health training for all personnel.
- Ensure all employees understand their safety responsibilities.
- Conduct comprehensive safety audits of all Library facilities.

B. Safety Director Responsibilities

Library Administration is responsible for preventing workplace accidents and losses. To fulfill this obligation, Administration has appointed a Safety Director who reports directly to Administration and maintains liaison between top management and supervision. Debbie Bacon, Business Manager, currently serves as Safety Director and reports directly to Administration.

The Safety Director coordinates loss control activities and integrates safety principles throughout all library operations, including supervisor accountability, employee selection and training, first aid and medical care, facility inspections, accident investigation, emergency preparedness, preventive maintenance, and safety equipment usage.

Key Duties:

1. Minimize costs through accident prevention by distributing the safety program to all personnel and ensuring clear communication and consistent enforcement of regulations

2. Track incidents by maintaining records of accident nature, type, and cost by department to evaluate program effectiveness and identify problem areas
3. Work with insurers to develop and assess safety programs
4. Report regularly to executive management on accomplishments, challenges, and deficiencies with corrective action recommendations
5. Monitor compliance with changing federal and state labor laws
6. Ensure safety inspections of facilities are conducted (see Appendix E)
7. Investigate all accidents to determine root causes, document findings, and implement corrective measures (see Appendix F)

C. Supervisor Responsibilities

Successful accident prevention requires commitment from three key groups:

1. **Management** – Establish policies and allocate resources
2. **Supervisors** – Implement and enforce safety standards daily
3. **Employees** – Follow protocols and maintain awareness

Supervisors play a critical role in our safety program. A supervisor's attitude toward safety directly shapes the safety culture of their team. Supervisors are expected to demonstrate that safety is as important as meeting production goals and quality standards. Each supervisor should be made accountable for controlling accidents in their respective departments. Supervisors who integrate safety into daily operations create efficient, productive teams while protecting their most valuable resource—their people.

Supervisors are responsible for:

- Correcting unsafe conditions and practices promptly.
- Assessing training needs.
- Reporting all injuries immediately.
- Conducting frequent work area inspections for hazards.
- Facilitating safety meetings and departmental participation.
- Reporting safety concerns and recommending necessary training to safetywellnesscommittee@pmlib.org.
- Assisting with accident reporting and investigation as needed.
- Ensuring that the red safety binder containing all contents of this Employee Manual and Safety Management Plan are easily located at their service points.
- Ensuring the Training Acknowledgement Form (Appendix G) is filed with the Business Office for any trainings given outside of the online training portal.

D. Employee Responsibilities

All employees must understand and comply with OSHA rules and Library safety policies.

Requirements:

- Follow safety regulations, procedures, and equipment operating instructions
- Practice safety awareness and report unsafe conditions immediately
- Participate in safety training and initiatives
- Report all accidents, near misses, and hazards without fear of reprisal
- Report damaged, defective, or malfunctioning equipment immediately to prevent further deterioration and potential injury

How to Report Safety Concerns:

- Email the Safety and Wellness Committee: safetywellnesscommittee@pmlib.org
- Use the anonymous suggestion box in the Staff Lounge (Main Building)
- Review or post concerns on the Safety Bulletin Board in the second-floor stairwell (Main Building)

Together, we are working toward an accident-free, healthy work environment. Employees must comply with all safety protocols and training outlined in this plan. Non-compliance may result in progressive discipline according to Civil Service Law

E. Safety and Wellness Committee

The Library believes safety requires involvement from all management levels, supervisors, and employees. The Safety & Wellness Committee includes the Safety Director, one Administrator (Director or Assistant Director), the Custodial Supervisor, and representatives from other departments.

Committee Functions:

- Develop safety policies for management adoption
- Identify unsafe practices and conditions and recommend solutions
- Develop and implement safety training programs
- Encourage employee feedback on safety problems, ideas, and solutions
- Recommend specific safety programs (housekeeping, fire prevention, protective equipment, etc.)
- Communicate new safety policies, training programs, accident causes, and related matters
- Identify recurring safety problems and develop prevention measures
- Meet quarterly or more frequently as needed

Safety Committee Meetings

The Safety Director ensures productive Safety and Wellness meetings. Meetings should balance formality—too formal stifles creativity and participation; too informal becomes unproductive complaint sessions. Meetings should last approximately one hour. To maintain focus, use a structured agenda. Members must submit discussion topics in advance for agenda inclusion.

Distribute the agenda one to two days before meetings to remind members and prepare them for discussion topics

Sample Agenda

Committee chair should call group to order, request a member to take minutes, and proceed with business in following suggested order:

1. OLD BUSINESS

- a.** Discuss status of previously submitted recommendations.
- b.** Request status report on any other pending old business.
- c.** Set target dates for completion of recommendations and other pending items.

2. ACCIDENTS

- a.** Brief summary of number and type reported since last meeting.
- b.** Discuss severe or potentially severe cases, including action taken or suggested to minimize exposure.
- c.** Brief summary of number and type accidents for the year to date. Discuss any problem trend.

3. INSPECTION REPORTS

- a.** Report findings of safety inspections made by committee members or others.
- b.** Discuss and decide on action to be recommended as result of reports.

4. NEW BUSINESS

- a.** Request committee members to submit safety suggestions.
- b.** Comment on new safety procedures, equipment, etc., of interest to the committee.
- c.** Other new business or special subject matter.

5. RECOMMENDATIONS

List each new recommendation submitted at meeting.

Minutes

Someone should be assigned to take minutes at every meeting and then distributing the minutes to all employees through the staff blog.

F. Hazard Communication Program

1. Purpose

This part of the Safety Management Plan ensures compliance with OSHA's Hazard Communication Standard (29 CFR 1910.1200) by informing employees about hazardous chemicals they may encounter and providing training on safe handling.

2. Scope

This program applies to all library employees who may be exposed to hazardous chemicals during:

- Cleaning and janitorial tasks.
- Maintenance activities.
- Emergency spill response.

3. Responsibilities

Library Administration and the Safety Director oversee program implementation and compliance. Supervisors ensure staff follow procedures and receive necessary training. All must follow safety guidelines and report hazards.

4. Chemical Inventory

The Custodial Supervisor will maintain a current list of all hazardous chemicals used in the library facilities, including:

- Cleaning agents (bleach, disinfectants)
- Adhesives and solvents
- Printer toner and maintenance chemicals

This inventory will be updated annually and whenever new chemicals are introduced.










5. Safety Data Sheets (SDS)

SDS for each hazardous chemical will be kept in the Emergency Binder found at service points in all buildings.

6. Labeling

All original containers must retain manufacturer labels. Secondary containers (e.g., spray bottles) must have workplace labels with:

- Product name
- Reference to SDS
- Any of the following applicable hazard warnings:

Health Hazard  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> ▪ Gasses Under Pressure 	Corrosion  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	Exploding Bomb  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none"> ▪ Oxidizers 	Environment (Non-Mandatory)  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

7. Hazardous Material Spill Emergency Procedures

- See letter H in VI. Emergency Action Plan, p. 47.

8. Program Review

- This program will be reviewed annually and updated as needed.

9. Haz Mat Training

Custodians and other employee who will works with or be exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals during onboarding. In addition, refresher training will be provided annually. Employees performing non-routine tasks (e.g., deep cleaning, maintenance) will receive additional hazard information before starting work. Hazmat training will cover:

- Haz Com standard requirements
- How to read labels and SDS

- Safe handling and storage of chemicals
- Emergency procedures for spills or exposure

G. Employee Training Requirements

All new employees are required to be trained according to the job they will hold as listed below. Most trainings are assigned in the online training portal annually. Onboarding trainings should be completed no later than one month after hire date. In addition, all staff are expected to attend the annual safety review in October.

The online portal keeps track of completed trainings. If required trainings are given outside of the training portal, employees and their supervisor must complete the Training Acknowledgement Form (Appendix G) and submit to the Business Office for addition to the employee's file. The employee's immediate supervisor is responsible for ensuring proof of training is filed with the Business Office.

All Library Staff:

- A. Sexual Harassment Prevention
- B. Bias and Microaggressions
- C. Office Ergonomics
- D. How to use a fire extinguisher
- E. Slip, Trip and Fall Prevention
- F. How to Lift Safely
- G. Basic fire safety and evacuation

Custodians are also required to take the following trainings:

- H. Blood Borne Pathogens
- I. Ladder Safety
- J. Hazardous Materials

VI. Emergency Action Plan

1. Objective

The objective of this Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plans Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the Patchogue-Medford Library.

2. Responsibility and Chain of Command

The chain of command below will be used to establish who will function as the Emergency Coordinator in the event of an emergency. The Emergency Coordinator is responsible for managing the Emergency Action Plan for Patchogue-Medford Library by working closely with Library security and the custodian. Chain of command is as follows:

1. Director
2. Assistant Director
3. Business Manager
4. Department Head with seniority (Librarian-in-Charge)
5. Full-time employee with seniority or director designate

The person in charge at the time of an emergency occurs will remain in charge until someone higher up in the chain arrives and relieves them or until local authorities arrive and take command of the situation.

The following employees can be contacted for more information about the Emergency Action plan:

Name	Position	Phone Number
Danielle Paisley	Director	
Jennifer Bollerman	Assistant Director	
Debbie Bacon	Safety Director	

3. Rave Panic Button App

All staff are signed up for the Rave Panic Button App, our emergency alert system. *It is up to staff members to complete registration by downloading the app to their phone.* Administration will use the app to notify employees of snow closings and other emergencies. The app also provides everyone with an alternative means to report specific types of emergencies to the authorities while at the same time automatically notifying their coworkers that an emergency is underway.

4. Emergency Reporting

Our program requires that employees notify their supervisor, security or the Librarian-in-Charge when an emergency exists. If you witness an emergency in or near the Library, you should:

1. Make sure you are safe before acting.
2. Elicit help from a co-worker or another person in the area.
3. Notify your Supervisor, Security or the Librarian-in-Charge of the incident immediately.

5. Evacuation Procedure

Employees must evacuate:

1. Anytime the fire alarm sounds.
2. If instructed to do so by PML staff or local first responders/emergency personnel.
3. If you perceive an immediate threat to safety, where staying in place will put you in a potentially more harmful situation than leaving.

Emergency evacuation escape route plans are posted in key areas throughout the buildings and can be found in Appendix C.

Employees should evacuate in the following manner:

1. Leave the building immediately by the *nearest exit*.
2. Walk, do not run.
3. Use stairwells; do not use elevators.
4. Encourage patrons to leave, but prioritize your safety.
5. If someone on the lower level cannot be evacuated, they should be directed to the area adjacent to the staircase, by the elevator. This area is identified as the Designated Rescue Area (DRA).
6. Report any missing persons or any individuals with disabilities stuck on the Lower Level to Security or the Librarian-in-Charge who will notify emergency personnel.
7. Once out of the building, go directly to the designated assembly area for your building:

Main	Carnegie	Medford
Capital One Plaza.	Far side of the courthouse parking lot next to the horse statue.	On the grass by the entrance to the Athletic Complex.

At the Assembly Areas

1. Once in the assembly area, employees should group up with their department for a headcount.
 2. Stay in the Assembly Area until you receive further instructions.
 3. Under no circumstances should employees reenter the building until the all clear signal has been given.
6. Supervisor, Security & Librarian-in-Charge Evacuation Responsibilities

A. Departmental Supervisors (Highest-Ranking Employee from Each Department)

The highest-ranking person physically present in each department is responsible for:

1. Ensuring all department members evacuate the building
2. Taking a headcount at the Assembly Area
3. Determining if anyone was left in the Designated Rescue Area (DRA)
4. Reporting missing employees or persons left in the DRA to the Adult Care Department's highest-ranking employee

B. Assembly Area Coordinator (Highest-Ranking Employee from Adult Care Department)

The highest-ranking person from Adult Care serves as Assembly Area Coordinator and liaison between Assembly Area staff and Security/Librarian-in-Charge. They are responsible for:

1. Checking with all departmental supervisors for missing employees or persons left in the DRA
2. Reporting missing persons to the Librarian-in-Charge when they check in at the Assembly Area
3. Ensuring everyone remains in the Assembly Area awaiting further instructions

C. Security Personnel:

- Work closely with the Librarian-in-Charge during emergencies
- Ensure staff and patrons evacuate through the nearest exit
- Remain outside until first responders arrive

D. Librarian-in-Charge:

- Work closely with Security during emergencies
- Ensure staff and patrons evacuate through the nearest exit

- Ensure Security remains outside until first responders arrive
- Check in with all departments at the Assembly Area to confirm everyone is accounted for
- Return to the building to meet first responders
- Notify responders of anyone left in the DRA or missing
- Notify all employees at the Assembly Area when it's safe to return or provide further instructions

7. Rescue or Medical Duties

Patchogue-Medford Library offers employees AED/CPR training and Narcan training annually, but does not require that certain employees administer first aid and CPR. If the employee chooses to administer aid, then they will be acting as a "Good Samaritan."

8. Training

Evacuation training is provided to employees:

- After a significant revision/change to the plan.
- During onboarding for new employees.
- At annual refresher training in October.

Items reviewed during trainings include:

- Evacuation Plan.
- Using a fire extinguisher.
- Means of reporting fire and other emergencies.
- Other emergency procedures needed for this facility (bomb threat, workplace violence, etc).

9. Emergency Phone Number List

Attached with this program is an emergency phone number list (Appendix B). This phone list can be found in the Emergency Binder found at service points in all buildings. If for any reason you cannot locate the phone numbers, employees should call 911 and give the details of the emergency clearly.

10. Paging

To page via Phones in Main or Medford:

1. Pick up receiver
2. Press InPg
3. Press "0" for Main ; Press "2" for Medford

To page Overhead (Main Only):

1. Pick up receiver
2. Press 8 then 00

11. How to Fill Out an Incident Report

Security or a Supervisor must complete an incident report for all emergencies and accidents (including those in Section 11) using the Savannah Orangeboy portal. If the portal is unavailable or inaccessible, use the report in Appendix A.

Required Information:

1. **Nature of injury:** Body part(s) affected and severity
2. **Narrative description:** Location; complete sequence of events; objects or substances involved; conditions (temperature, light, noise, weather); how injury occurred; whether preventive measures were in place; post-incident actions
3. **Causal factors:** Specific events and conditions contributing to the incident
4. **Action taken**

12. Responses for Specific Emergencies

The purpose of this section is to provide employees with information and instructions for effectively dealing with a variety of emergencies that may threaten the Library. Our hope is that these procedures will help employees deal with emergency and security -related incidents within the Library in a safe and effective manner. Please remember that in all cases, human safety is more important than that of objects or property.

A. Accident/Medical Emergency

A. Accident/Medical Emergency

For Conscious Injured Person:

1. Check if they're OK and ask what they need
2. Offer basic first aid (ice pack, bandage, water, etc.)

First Aid Kit Locations:

- Main Building: Public Services and Youth Services Dept
 - Medford Building: Public Services Desk
 - Carnegie Building: Loft
3. Notify Security or the Librarian-in-Charge and help complete an incident report in Savannah Orangeboy (or use Appendix A if unavailable)

For Serious Injury or Unconscious Person:

1. Notify Security or the Librarian-in-Charge immediately to call emergency responders
2. If time-critical, all staff may call 911 or use the Rave Panic Button app without supervisor permission, then alert Security or the Librarian-in-Charge

When Calling 911:

- Provide requested information to the dispatcher
- Confirm correct building address:
 - Main: 54-60 East Main St, Patchogue, NY 11772
 - Teen Center (Carnegie): 160 W Main St, Patchogue, NY 11772
 - Medford Branch: 2151 Horseblock Rd, Medford, NY 11763
- Follow dispatcher instructions
- Notify Security or the Librarian-in-Charge ASAP

Emergency Equipment Locations:

AEDs, Narcan, Lifevacs (for choking), and Stop the Bleed Kits:

- Main: Two AEDs—outside main floor restrooms and outside Head of Children's office (Lower Level)
- Medford: By elevator in lobby
- Carnegie: By side entrance

Note: Alarms sound when cases open. Narcan-trained staff may administer during suspected overdoses until 911 arrives.

3. Complete incident report with Security or Librarian-in-Charge in Savannah Orangeboy (or Appendix A)

Off-Site Injury or Car Accident:

1. Notify Supervisor or Librarian-in-Charge immediately with location, nature of accident, injury type, and medical facility destination if applicable. Use judgment for transportation to medical facility
2. For car accidents, also file a report with local law enforcement
3. Report incident to Business Office ASAP

DO:

- Clear area around injured person(s) and keep onlookers away
- Call parents if minor is involved
- Call coworker's emergency contacts
- Avoid unnecessary conversation about the injured person
- Provide first aid assistance you're qualified to give

DO NOT:

- Administer medication to patrons (medication is for staff use ONLY)
- Move someone who has fallen and appears in pain unless necessary to avoid danger
- Discuss possible accident causes or contributing conditions
- Discuss insurance information with the public

B. Active Shooter

While statistically improbable to happen, active shooter events have increased in frequency. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms, but other weapons are possible. Active shooter events are unpredictable and evolve quickly. They are usually over within 10 to 15 minutes, before law enforcement arrives on the scene.

Types of Mass Attacks:

- Individuals using firearms to cause mass casualties (active shooter).
- Individuals using a vehicle to cause mass casualties.
- Individuals using homemade bombs to cause mass casualties.
- Other methods used in mass attacks may include knives, fires, drones or other weapons.

Department of Homeland Security recommends the following steps to prepare and protect yourself and help others in the event of a mass attack.

BEFORE

- Stay alert. Always be aware of your environment and any possible dangers.
- If you see something, say something to local authorities. That includes suspicious packages, people behaving strangely or someone using strange communications.
- Observe warning signs. Signs might include unusual or violent communications, substance abuse, expressed anger or intent to cause harm. These warning signs may increase over time.
- Have an exit plan. Identify exits and areas to hide wherever you go, including work, school and special events.
- Learn lifesaving skills. Take trainings such as You Are the Help Until Help Arrives, Stop the Bleed, and first aid to assist the wounded before help arrives.

During

1. Run to Safety

- Seek safety. Getting away from the attacker is the top priority.
- Leave your belongings behind and get away.
- Call 911 when you are safe and describe the attacker, location and weapons.

2. Cover and Hide

- Cover and hide if you can't evacuate. Find a place to hide out of view of the attacker and put a solid barrier between yourself and the threat if possible.
- Lock and block doors, close blinds and turn off lights.
- Keep silent

3. Defend, Disrupt, Fight

- Fight only as a last resort. When you can't run or cover, attempt to disrupt the attack or disable the attacker.
- Be aggressive and commit to your actions.
- Recruit others to ambush the attacker with makeshift weapons such as chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the attacker.

4. Help the Wounded

- Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care. Call 911 when it is safe for you to do so.

Be Safe AFTER

When Law Enforcement Arrives:

- Remain calm and follow instructions.
- Keep hands visible and empty.
- Report to designated areas to provide information and get help.
- Follow law enforcement's instructions and evacuate in the direction they tell you to go. Listen to law enforcement for information about the situation. Share updates as you can with family and friends.

C. Bomb Scare

Most bomb threats are received by phone and should be taken seriously. Act quickly, but remain calm and obtain as much information as possible.

If a bomb threat is received by phone:

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - Did you place the bomb? Yes No
 - Why?
 - What is your name?
4. If possible, write a note to a colleague. Notify the Librarian-in-Charge or Security as soon as possible who should call 911 immediately.

5. If your phone has a display or caller identification, copy the caller's number.
6. Upon termination of the call, DO NOT HANG UP, as the call may be traceable.
7. Write down as much detail as you can remember:
 - Time call received
 - Time caller hung up
 - Phone number
 - Exact working of the threat

If a bomb threat is received by handwritten note:

- Do not handle the note unless absolutely necessary.

If a bomb threat is received by e-mail:

- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Poorly handwritten
- Misspelled words
- Stains
- Incorrect titles

DO NOT:

- Touch or move a suspicious package.
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat.

D. Elevator

If someone is stuck in the elevator at Main:

1. Assure them that help is on the way.
2. Ask if they used the emergency call button to notify the elevator company.
3. If they did, call Island Elevator to ask for their estimated time of arrival (phone numbers are listed in Appendix B).
4. If Island Elevator is not coming immediately, call the Patchogue Fire Department and tell them someone is stuck in the elevator. They will come over and get the person out.
5. Have the custodian put out of order signs on the elevators and remove them after the elevator company assesses the situation and resolves the issue.

If someone gets stuck in the elevator at Medford, protocol is the same, but call Otis Elevator and the Medford Fire Department.

E. Emergency Closing

If Administration or the Librarian-in-Charge (in consultation with Administration) decides to close the Library early, they should:

1. Call and notify all departments and buildings.
2. Administration should send out a text notification via the Rave Panic Button App.
3. Make sure signs are placed on the front and side doors to notify the public that the library is closing early.
4. Ask Evan to put a notice on the computers.
Make sure announcements through the phones and over the overhead PA (Main) are made.
“Due to ... the Library will be closing in xx minutes.”
5. Make sure outside groups with room reservations are called.
6. Make sure the phone system and website are updated.

Supervisors in each department should:

1. Notify their department staff, including those scheduled to come in after the closing.
2. Begin telling patrons, checking bathrooms, etc.
3. Teens and children who are unaccompanied by parents should be asked to call for a ride and remain in the Library until a parent or responsible adult comes to escort them home.
4. Those who walked should be encouraged to walk home.
5. Make sure all program instructors and patrons registered for programs are called.

Security should walk around the building checking bathrooms, book aisles, etc. and tell people that the library is closing.

F. Fire Emergency

If a small/contained fire is discovered:

- Attempt to put it out with a fire extinguisher if you have been trained to use one.
- All fires, no matter how small, must then be reported to a Supervisor, Security, Librarian-in-Charge.

If you are unable to put out the fire:

1. Activate the nearest fire alarm.
2. If the fire alarm is not available, make an announcement.

There is an emergency and everyone needs to evacuate.

If there is time and it is safe to do so, page through the phones and the overhead (Main).

3. Follow the Evacuation Plan.

Do not:

- Open hot doors.
- Use elevators.
- Attempt to save possessions at the risk of personal injury.
- Return to the area until cleared by emergency personnel.

G. Flooding/Water Leaks

- Notify Security or Librarian-in-Charge who will notify others about the emergency.
- Do not walk in standing water until you are sure there is no risk of electrocution.
- Be ready to evacuate as directed by Security, Librarian-in-Charge or emergency personnel.
- The Librarian-in-Charge should call 911 and, if necessary, evacuate the building.
- Custodians should turn off the water and electricity as the situation dictates.

All employees should be prepared to help as directed in protecting items that are in jeopardy when it is safe to do so.

This may involve:

- Covering shelf ranges, computers, copies and furniture with plastic sheeting which can be found in custodial closets/desk areas.
- Placing buckets under leaks.
- Carefully moving materials out of the emergency area.

See **Post Recovery** procedures for dealing with damage (Appendix H).

H. Hazardous Material Spill Emergency Procedures

Safety of personnel during chemical exposure is of paramount importance.

- Report all material spills including extent and location of the spill. to the Librarian-in-Charge, supervisor or security.
- Isolate it—don't handle it. Only those trained in emergency operations shall perform clean-up operations
- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. If you need to take an emergency shower, use the slop sinks located in the Custodial Closet on the Main Floor of the Main Building, the Custodial Closets by the bathroom at the Medford Building or the slop sink you could stand in, in the Boiler Room at Carnegie.
- Security or the Librarian-in-Charge will Call Police and Fire Departments, giving location of spill and Call Postal Inspectors at 877-876-2455 if the item was received in the mail.
- If there is any possible danger, evacuate the area.
- Wait for instructions from trained personnel.

I. Lost Child Alert

Time is critical when a child is lost. The staff member receiving the report must obtain a detailed description immediately.

1. Take Description of the Child

Ask the parent/guardian:

- How old? Race? Hair color?
- What are they wearing (including shoes)?
- Where and when were they last seen?

2. Initiate the Lost Child Alert

A. Alert nearby staff loudly:

"Attention, attention please. This is a Lost Child Alert – I repeat – There is a Lost Child: age _____, with _____ hair, wearing _____"

B. Page through phones:

- Main Building: Pick up phone, select "InPg" then "0"
- Medford: Pick up phone, select "InPg" then "2"

C. Main Building only: Page meeting rooms by pressing "8 00"

Repeat at least once

3. Parent/Guardian to Public Services Desk

Bring the parent/guardian to Public Services. Security or the Librarian-in-Charge takes over, obtains detailed description, and monitors time. **If child not found within 10 minutes, notify authorities.**

4. Monitor Building Exits

Main Building:

- Senior staff at Public Services: Monitor Main Entrance
- Senior staff at Adult Care desks: Monitor Side Entrance

Medford:

- Clerk: Monitor Main Entrance
- One staff: Remain at desk and watch back door

Carnegie:

- Librarian-in-Charge: Watch front and side entrances, keep time
- Security guard: Monitor back entrance

5. Search Building

All employees except those monitoring entrances stop working immediately and search assigned areas (outlined below).

Search Assignments Main Building

Public Services Desk Staff <ul style="list-style-type: none"> • Public Services Office • Audiovisual Area • Seating area at front of building • Reading Room • Custodial Closet • Restrooms 	Public Services Pages <ul style="list-style-type: none"> • Copy Center • Offices: Tech Services, Adult, Promotions, Community Engagement, Youth Services • Staircase to Warehouse • Warehouse
Adult Desk <ul style="list-style-type: none"> • Genealogy • Side entrance <ul style="list-style-type: none"> ○ (If security is not at post at the side entrance, one person should remain there until they arrive) • Book Stacks • Quiet Study Area • Long Island History Room • Freight Elevator (down) • Staff Entrance <ul style="list-style-type: none"> ○ (The first person to get to the Staff Entrance should remain on guard there) 	Youth Services Desk Staff <ul style="list-style-type: none"> • Elevator Hallway • Cleveland • Children's Room • Children's Program Room • Dept Head Office • Old CAPS Office • Meeting Rooms C and D • Custodial closet • Bathrooms • Kitchen • Back Meeting Room • Back to desk
Custodians <ul style="list-style-type: none"> • Administrative Offices • Board Room • Staff Room 	Youth Services Pages <ul style="list-style-type: none"> • Gallery • Meeting Rooms A,B • Toy Closet

<ul style="list-style-type: none"> • Roof • Staff Restrooms • Staff Staircase • Book Drop Room 	<ul style="list-style-type: none"> • Meeting Room E • Makerspace • Tech Support Hallway • Graphics Makerspace Office Area • Freight Elevator • Warehouse
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Search Assignments Medford Building

All employees, but the staff monitoring the entrances should stop working immediately and check the assigned areas for their department as outlined below.

- Other desk staff searches:
 - Library
 - Conference Room
 - Staff Office
- Custodian/Security should search:
 - Basement
 - Bathrooms
 - Meeting Rooms
 - Closets

Search Assignments Carnegie Building

All employees, but the staff monitoring the entrances should stop working immediately and check the assigned areas for their department as outlined below.

- Other staff should search:
 - Main Floor
 - Restrooms
 - Upstairs Storage Area
 - Closet under the stairs
 - Downstairs
 - Historical Society Room

6. Found Child

If you find the child, bring them to Public Services' Desk to be reunited with their parent/guardian and make sure the Librarian-in-Charge or Security is aware that the child has been found.

7. Call off Alert

Librarian-in-Charge or Security should make sure the Lost Child Alert is officially called off and announced.

J. Power Outage

In the event of a power outage, all employees should:

- Remain calm.
- Provide assistance to visitors and staff in their immediate area.
- If you are in an unlit area, locate your department's flashlight or use the flashlight on your phone and proceed cautiously to an area that has emergency lights.
- Wait until Librarian-in-Charge/Custodian have determined the extent of the outage.

Librarian-in-Charge and Custodian should:

1. Determine the type/extent of failure by calling PSEG (phone numbers are in Appendix B)
2. Check for persons stuck in the elevator. Assure them that you are working to remedy the situation and follow directives in Section D Elevator.
3. If it is determined that the power will remain out longer than 15 minutes, all patrons should be evacuated from the building. Teens and children who are unaccompanied by parents should be asked to remain in the Library until a parent or responsible adult can be contacted to escort them home. At least two staff members should remain with those waiting for a ride
4. Follow the protocol for Emergency Closing.

Good to Know

- Flashlights are located in all departments.
- Emergency lighting stays on for 15 minutes.
- During a power outage the main telephone system does not work. Please use your cell phone or the red emergency telephone located at the rear of the main building near the staff entrance.
- Circuit breakers are located throughout the building (in the Roe Reading Room, by the Local History Room, and back wall of first floor staff space, just inside the doorway).

K. Suspicious Object

If you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it. Ensure that all persons who have touched the mail piece wash their hands with soap and water. If you need to take an emergency shower, stand in the sink of the Custodial Closet on the Main Floor of the

- main building or use the slop sink in the Custodial Closet in Children's. There is also a slop sink you could stand in, in the Boiler Room at Carnegie.
2. Notify Security or Librarian-in-Charge immediately who will notify authorities immediately via 911.
 3. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
 4. Remain calm. Do not discuss the threat with other staff members.
 5. Follow authorities' instructions.

L. Tornado

Tornado Watches and Warnings are issued by the National Weather Service.

- *Tornado Watch* means that conditions are favorable for tornadoes to form. You should be alert to weather conditions and announcements.
- *Tornado Warning* is more serious and means that a tornado has been sighted in the area.

If a tornado **warning** is issued, i.e. there is tornado sighted in the area:

- When a warning is issued by sirens or other means, seek inside shelter in the Lower Levels of Main, Medford and Carnegie.
- Notify the site personnel about the emergency via voice, megaphone, phone paging, overheads (Main) or using Staff Alert in the Rave app.
- Librarian-in-Charge will monitor the weather conditions.
- Remain sheltered until the tornado threat is announced to be over.

M. Unattended Children and Young Adults

All children below the age of 10 must be accompanied and supervised by a parent or responsible caregiver (age twelve or over) while using the Library.

If you encounter an unattended child under age 10:

Report the unattended child to the Librarian-in-Charge who will attempt to contact parents or a responsible caregiver. If parents or responsible caregivers are unavailable, proper authorities should be contacted.

If a young adult is left at closing:

While the Library staff is not responsible for the supervision of young adults, on a case-by-case basis, at least two staff members may elect to:

- Call parents or other caregiver
- Wait with the young adult until he or she is picked up or
- If a ride is not forthcoming, the Suffolk County Police Department can be called.
- If you elect to summon the Suffolk County Police Department, both staff members should wait with the young adult until the Police Department arrives

An incident report should be filed in both situations. **Do not drive the child/teen home!**

