

Gowanda Free Library Disaster Response Policy

Policy:

Fire

Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are located in Children's Area upstairs and in the basement Community Room. However, if there is any doubt about whether the fire can be controlled, immediately call 911 then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

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.

No medication, including aspirin, 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 where 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 the police. Clear the building. The police will handle the actual bomb search.

Inclement Weather

The Library Director/Manager determines whether the library will be open or closed based on the actions of the Village of Gowanda and the local schools as well as staff availability.

Flooding

Approximately every 10-13 years the Village of Gowanda has been flooded by the local creek. Because of this, all items in the basement should be arranged with this understanding. The last flood, in 2009, did not rise higher than the steps in the basement, however, water came down the stairs, up the sinks, and

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through the intake air vent in the basement, where the building extension was attached and any areas where the foundation and the building's wall met.

Therefore, all valuable items should be kept off of the floors in the entryway to the basement in the community room, kitchen and basement hallway.

In the case of a major flood, care should be taken as the floodwater may be contaminated with sewer water. Additionally, the building needs to be dried out as quickly as possible to avoid the growth of mold, which can destroy a library's collection.

During the 2009 flood, inmates from the local correctional facility provided assistance for clean-up, free of charge. Their supervised aid was invaluable in cleaning and sanitizing the library building. Large fans, dehumidifiers, and the quick removal and disposal of irreparably damaged items prevented mold growth. If any valuable items are water damaged, it may be possible to dry them by spreading them out with a gentle fan blowing above them overnight. Contact the Library System for more information and assistance if necessary.

Important Numbers

In case of an emergency call:

911

The Gowanda Police Department: (716) 532-2020

Gowanda Fire: (716) 532-3434