



DISASTER PLAN

ROELIFF JANSEN COMMUNITY LIBRARY
9091 Route 22
Hillsdale, New York 12529
518-325-4101

NOTE: The Library is physically in the town of Copake but both the post office mailing address and 911 addresses are listed as Hillsdale.

PREPARATION

- Keep the Disaster Plan available in appropriate locations
- The Director and staff must be aware of its location and contents
- Review and update the Disaster Plan regularly (names, addresses, telephone numbers of personnel, service providers, and government offices)
- Maintain fire alarms, fire extinguishers, first aid kits
- Keep access to exits, fire equipment, electrical panels, and plumbing valves clear
- Store valuable records & materials in fire- or waterproof areas
- Keep storage cabinets, doors, and drawers closed when not in use
- Maintain a disaster kit and update the emergency supply inventory two times a year

It should include:

- First Aid Kit
- Rubber or latex gloves
- Battery powered radio
- Flashlights
- Extra batteries
- Roll of plastic
- Tape
- Scissors
- Zip-Lock bags
- Bottled water
- Blankets

- Mop
- Bucket
- Lysol spray
- Trash bags
- Trash can with lid
- Dust masks
- Duct Tape

BUILDING EVACUATION

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

FIRE EMERGENCY

Do not panic, but do not underestimate 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.
The smoke detectors may set off the fire alarm. If they do not, pull the fire alarm to notify the library and community room users to evacuate the building. When possible, a staff member or volunteer should be at each exit to guide patrons.
- **CALL 911** If there is any doubt whether the fire can be controlled.
- If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are mounted on the wall at the following locations:
 - In the rotunda/vestibule beside the community room door
 - In the community kitchen
 - Across from the circulation desk
 - In the staff kitchen
 - In the back of the library
 - In the basement near the front door to the bookstore
- Evacuate the building, checking the restrooms and the basement, and assemble everyone in the handicap area of the parking lot.
Close the windows if it can be done safely.
- Wait outside for the fire department.
- Do not re-enter the building until the fire department says it is safe to return.
- Call the Library Director.

FIRE ALARM SYSTEM PROCEDURE
Keys for Alarm Main Panel and Alarm Pull Boxes
are located in the key cabinet mounted in the workroom.

Intermittent Beeping (not an actual alarm)

1. Unlock the fire control panel (red panel located in front entrance)
2. Push alarm silence button
3. Make a note of the digital readout on the LCD screen (fault or trouble condition) and call S&F Technologies, 1-800-645-6520. Give them the account number 86002395 and the password BOOKS
4. Push reset button
5. Lock fire control panel and put keys away

Fire Alarm Activated with strobes and horns sounding

A. Occupants in the building with no actual safety issues (FALSE ALARM)

1. Unlock the fire control panel (red panel located in front entrance)
2. Push alarm silence button
3. Call S&F Technologies **1-800-645-6520**, give them the account number **86002395**, and the password **BOOKS**
4. Check building
5. Reset Fire Alarm Pull Box by moving lever up (if pull box was used to call in alarm)
6. Press silence alarm and then press reset button in the fire control panel
7. Lock fire control panel and put keys away

B. Occupants in the building with an actual safety issue

1. Get everyone out of the building. Use the closest exit door.
2. Staff - check 3 bathrooms, 2 kitchens, network room, conference room, meeting room, closets, quiet study areas, and throughout the adult and children's stacks
3. Close windows and doors
4. Assemble everyone in the handicap parking area.

Monitoring Service

S&F Technologies will call the library first, then the fire company for a fire, and the sheriff for a break-in. Anytime the alarm goes off, the monitoring service will call the Library and then, if there is no answer, the following people until they reach someone. Whoever they reach must meet the fire company or sheriff at the library. **Call List: Tammy Gaskell, Beth Gordon, John Cady, Pat Placona, Carol Gansowski.** These contacts should add S&F Technologies as a contact so that the call will go through, and they should be sure to answer it.

If the monitoring service has already dispatched – call to notify of non-emergency
Fire Control 911 dispatch center 518-828-4114
Columbia County Sheriff 518-828-3344

POWER OUTAGE

- Close the library to the public.
Assist patrons in evacuating the building. Check all bathrooms to make sure that patrons are not trapped inside without light.
There are emergency battery back-up lights in the vestibule/rotunda and the back of the library by the northwest door. If either of these lights fail to operate, or if an exit light by a door is not working, advise the Director, so it may be repaired.
There are flashlights and batteries located in a labeled drawer at the circulation desk.
Turn off computers at the start of a power outage.
Do not run any water as the well pump will not be operating.
Call NYSEG to report the power outage at the library: 1-800-572-1131
NYSEG Account Number: 1003-2126-996
Call Library Director

NO WATER

- Close the library to the public
- Call Library Director
- Call the plumber – Bob Bradway Plumbing & Heating: 518-755-7917

NO HEAT

- Close the library to the public
- Call the Library Director
- Call Tufano Mechanical – maintenance contract for the geothermal (John Tufano - answering machine 518-732-7950; office 518-674-0767; cell 518-376-8120)

NO AIR CONDITIONING

- Call Tufano Mechanical – maintenance contract for the geothermal (John Tufano - answering machine 518-732-7950; office 518-674-0767; cell 518-376-8120)

HEALTH EMERGENCY

- First aid supplies are located in the staff bathroom
- The AED Defibrillator is located in the atrium
- A Red Cross First Aid/CPR/AED reference card is tacked to the bulletin board behind the circulation desk

Staff members should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Do not move an injured person.

Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable and protected until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable.

NO MEDICATION, including aspirin, should ever be dispensed to the public.

- Call 911 in the event of any serious problem
- Call the Library Director

- Call parent/guardian if patron is a minor
- Complete an incident report form

SNOW EMERGENCY

The Library will close at the discretion of the Library Director. If the Director is unavailable the staff should use their own judgment.

SEVERE STORMS

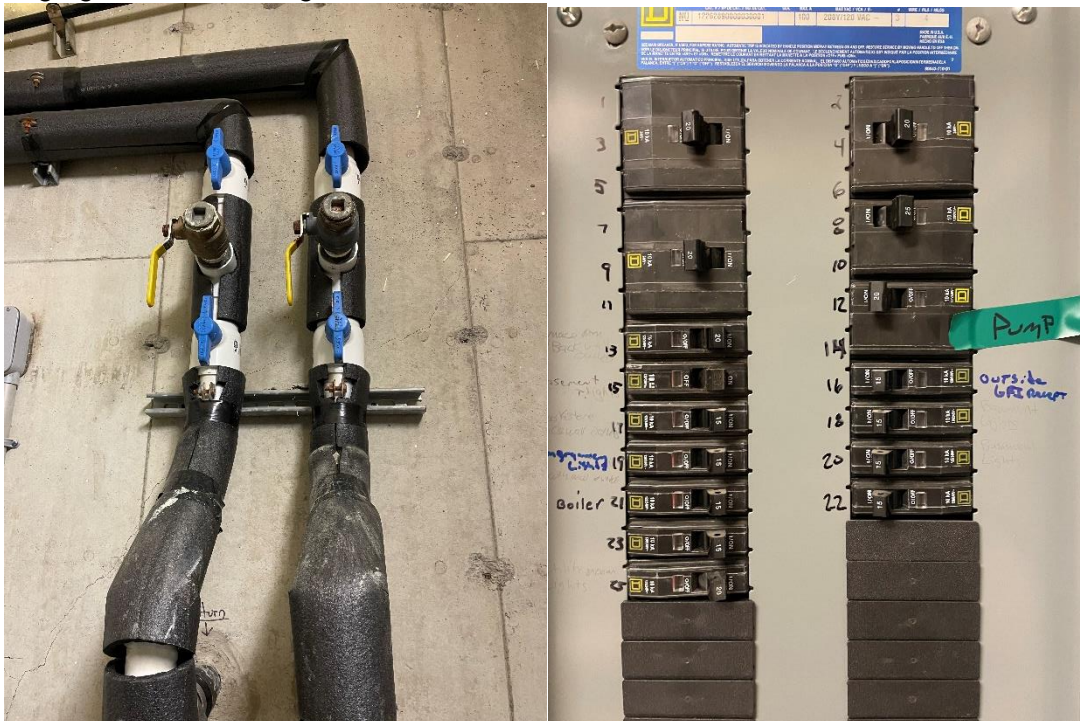
- Close all exterior doors and windows
- Shut down the computers
- Prepare for a power outage

TORNADOES

- Do not leave the building
- Shut all exterior windows and doors if there is time
- Go to the basement if possible; if not, move to the interior of the Library
- Prepare for a power outage

FLOODING/WATER DAMAGE

- Shut off the water valve or the electricity to the pump. Water valve is in the small basement room near the children's books; breaker is in the 2nd box near the door of the large geothermal/storage room.



- Call the plumber – Bob Bradway Plumbing & Heating: 518-755-7917
- Call the Library Director and Board President

- If there is a flood, remove library materials from lower shelves and from the local history collection first. Move books to dry area.
- Water leaks generating from the ceiling could be related to roof problems. For any leaks, protect area of damage with plastic sheeting. If a section of the ceiling may fall, close the building.

PRIORITIES FOR SALVAGING MATERIAL

In the case of a disaster, materials in the historical collection should be salvaged first.

These include:

- Genealogical Collection
- Local History Collection
- Art Collection
- Harbinger, Herald, Inquirer and Independent newspapers on microfilm

Also remove external hard drive from Director's computer from the building.

BOMB THREAT

If by phone:

- Keep the caller on the line as long as possible
- Ask the caller to repeat the message and try to write down every word he/she says. If the caller does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating
- Listen closely to the voice (male/female), voice quality (calm/excited), accents, and speech impediments
- Call 911
- Evacuate the building

If in person:

- Evacuate the building
- Call 911

WEAPON THREATS

Most workplace violence is committed by strangers, usually while committing another crime such as robbery or burglary. If you come face-to-face with someone threatening you with a gun, knife, or other weapon, there are steps that you can take to make the situation less dangerous.

- Stay calm. If you get the opportunity, quietly signal for help.
- Maintain eye contact with the assailant
- Stall for time until help arrives or you can try to escape
- Keep talking, but follow instructions from the person who has the weapon. Let them know that you are cooperating.
- Do not try to grab the weapon
- Watch for a possible chance to escape to a safe area
- Do not be a hero and risk harm to yourself or others
- Do not verbally or physically challenge the person with the weapon

- Make no sudden moves. If you need to move, tell the person with the weapon first.
- Do not resist
- Be prepared to give the assailant your cash, wallet, or jewelry. It is not worth the risk. Your life is more valuable than material possessions, which can be replaced.
- Try to remember the assailant's appearance and clothing, but do so carefully, without staring
- After the confrontation call 911 as soon as possible. Notifying the police quickly will increase the chance of apprehending the suspect and preventing future victims.

BIOHAZARD

- Leave the suspicious substance where it was found
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

LOCAL/NATIONAL EMERGENCIES

- Monitor the news and follow any instructions given
- Call the Library Director and Board President
- Evacuate the building or remain in a safe area of the building

ACTIVE SHOOTER

In the event of an active shooter situation, one of the following actions is recommended:

1. EVACUATE (RUN)
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
2. HIDE OUT (HIDE)
 - Hide in an area out of the shooter's view
 - Block entry to your hiding place and lock the doors
 - Silence your cell phone
3. TAKE ACTION (FIGHT)

As a last resort and only when your life is in imminent danger

 - Attempt to incapacitate the shooter
 - Act with physical aggression and throw items at the shooter
4. Call 911 when it is safe to do so. After the threat has passed, let the Director know that you are okay.

Approved by the Board of Trustees September 9, 2014; reviewed and amended January 17, 2023

Roeliff Jansen Community Library
9091 Route 22
P. O. Box 669
Hillsdale, New York 12529

Phone: 518-325-4101
Fax: 518-325-4105
e-mail: director@roejanlibrary.org

Incident and Accident Report

Date _____ Time _____

Library Staff Person in charge: _____

Name of Staff Person Filing Report: _____

Staff Witness: _____

Non-Staff Witnesses:

Name

Address

Telephone

Individual(s) involved

Name

Address

Telephone

Description of incident:

Police/Fire/ 911 called:

Who Called

Time of Call

Time of Arrival

Action taken by emergency personnel:

Follow-up action:

PHONE NUMBERS

Title / Organization	Name	Phone Number
Library Director	Tamara Gaskell	610-453-0742
Library Associate	Tia Maggio	413-429-1999
Library Associate	Fran Colombo	907-738-1301
Board President	Pat Placona	518-329-2206
Board Vice President	Barbara Barrantes	518-325-6560
Building & Grounds	Beth Gordon	646-804-0059
ALL EMERGENCIES	Fire, Rescue Squad	911
Town Hall - Copake		518-329-1234
Town Supervisor - Copake	Jeanne Mettler	518-329-1234 x1
Highway Department		518-325-4222
Columbia County Sheriff		518-828-3344
New York State Police		518-851-3111
Plumber	Robert Bradway	518-755-7917
Geo Thermal Heat & Air	Tufano Mechanical	518-674-0767; 518-376-8120
Electrician	MRP Electric	518-697-0473
Snow Plowing	Frank Clegg	518-755-8643
Alarm Company	S&F Technologies	800-645-6520; 516-333-2050
Emergency Alert System (EAS)	AM Radio	WHDD 1020 Robin Hood
	FM Radio	WHDD 91.9 Robin Hood
	Radio stations within close range of Hudson	See attached sheet
	Television stations	WRGB channel 6; WMHT channel 13; WTEN channel 10

There are 23 radio stations within close listening range of Hudson, New York. (42° 15' 04" N, 73° 47' 06" W)

🔍 Didn't find your station? [Click here](#) to modify your search.

📄 **Info:** Click on this icon to get more information about a station or to submit a change.

📻 **Bitcaster:** Indicates that the station broadcasts its audio on the Internet.

Distances show the distance between the station and your location in Hudson, New York.

[Find unused frequencies](#) in Hudson, New York.

Info	Call Sign	Frequency	Dist./Signal	City	School	Format
📄	WMHT	89.1 FM	28.3 mi. 📶	Schenectady, NY		Classical
📄	WAMC	90.3 FM	41.2 mi. 📶	Albany, NY		Public Radio
📄	WGXC	90.7 FM	10.9 mi. 📶	Acra, NY		Variety
📄	WHVP	91.1 FM	15.4 mi. 📶	Hudson, NY		Christian Contemporary
📄	WFLY	92.3 FM	28.8 mi. 📶	Troy, NY		Top-40
📄	WBPM	92.9 FM	21.7 mi. 📶	Saugerties, NY		Classic Hits
📄	WZCR	93.5 FM	1.2 mi. 📶	Hudson, NY		Oldies
📄	WYJB	95.5 FM	28.8 mi. 📶	Albany, NY		Adult Contemporary
📄	W246BJ (WAMC)	97.1 FM	0.5 mi. 📶	Hudson, NY		Public Radio
📄	WCTW	98.5 FM	4.3 mi. 📶	Catskill, NY		Hot AC
📄	WRVE	99.5 FM	28.7 mi. 📶	Schenectady, NY		Hot AC
📄	W279AL (WNGN) (CP) 📄	103.7 FM	4.6 mi. 📶	Catskill, NY		Religious
📄	WAMQ	105.1 FM	16.8 mi. 📶	Great Barrington, MA		Public Radio
📄	W290BE (WPYX)	105.9 FM	6.5 mi. 📶	Hudson, NY		Classic Rock
📄	WPYX	106.5 FM	28.8 mi. 📶	Albany, NY		Classic Rock
📄	W295BN (WHUC)	106.9 FM	4.3 mi. 📶	Catskill, NY		Nostalgia
📄	WGNA	107.7 FM	28.7 mi. 📶	Albany, NY		Country
📄	WCKL	560 AM	4.3 mi. 📶	Catskill, NY		Oldies
📄	WROW	590 AM	22.3 mi. 📶	Albany, NY		Oldies
📄	WGY	810 AM	39.2 mi. 📶	Schenectady, NY		News/Talk
📄	WSBS	860 AM	22.6 mi. 📶	Great Barrington, MA		Adult Contemporary
📄	WGHQ	920 AM	27.0 mi. 📶	Kingston, NY		Public Radio
📄	WHUC	1230 AM	1.2 mi. 📶	Hudson, NY		Nostalgia

📶 very weak signal

📶 weak signal

📶 moderate signal

📶 strong signal

📶 very strong signal