

Policy # 5 EMERGENCIES

Never Panic, evaluate situation in order to take appropriate measures. All phones should have emergency phone numbers posted.

HEALTH EMERGENCIES

Staff Members should exercise caution when administering first aid of even a minor nature because of the potential danger of a lawsuit. However, the sick or injured patron should be made 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.

The rescue squad / police should be called immediately in the vent of a serious problem. The staff person in charge of the Library at the time should also be notified immediately. In the event of an accident or injury like a stroke, heart attack, coma, etc., an accident report must be completed as soon as possible. At least, get the name of the injured person for follow up. Accident forms will be available at the desk.

If a member of this public library is injured in any way in library property, an incident form must be filled out immediately and turned into the Director. An incident form should be filled out even if the person appears unharmed. In case of serious injury or medical emergency, the ambulance should be called at once. At no time should staff attempt to provide first aid. 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 from where call is coming.

Listen closely to the voice (mal / female), voice quality (calm / excited), accents and speech impediments.

Immediately after the caller hangs up, call the police and notify the director. The police will want to talk firsthand with the person who received the call.

DeRuyter Free Library
PO Box 399
DeRuyter, New York

ATTACH TO INSIDE OF YOUR TELEPHONE BOOK

1. Date _____ Time of day _____ AM / PM

2. What EXACTLY is being said by the caller? _____

******KEEP THE PERSON TALKING, ASK THE CALLER TO REPEAT THE MESSAGE******

3. Is the Voice Male _____ Female _____ Adult _____ Child _____

4. Estimated age _____

5. Do you hear a language accent? Yes _____ No _____

6. Possible race? _____

7. Do you hear a speech impediment? _____

8. Is there background noise? Music _____ Machines _____ Other _____

Describe noise _____

9. ASK THE CALLER

a. Location of the bomb? _____

b. Time set to go off? _____

c. Size of bomb? _____

d. Appearance of bomb? _____

e. Detonator device used? _____

f. Why bomb was placed? _____

10. Name of person receiving the call _____

NOTIFY AT ONCE

1. The Director

2. New York State Police at 852-9918

***DO NOT DISCUSS THE CALL WITH OTHER PERSONNEL.
FOLLOW THE DIRECTORS INSTRUCTIONS ON HOW TO PROCEED FROM HERE.***

Accident Report

Date

Time of accident

Place of accident

Name of injured party

Address

Telephone (Home)

(Cell)

Witness name

Address

Telephone (Home)

(Cell)

Detailed description of the accident

Did this person receive care by a health care professional (i.e., was an ambulance, or EMT called to treat this person) _____ yes or _____ no?

Report submitted by

Send copies to proper authority that retains the liability insurance policy for the Library, to Library Board Trustees, Village, Town, etc. Also, retain a copy for Library File.