

SUFFOLK ■ COOPERATIVE  
LIBRARY SYSTEM

# EMERGENCY ACTION PLAN (EAP)

## FOR SCLS STAFF

Suffolk Cooperative Library System

627 No. Sunrise Service Road Bellport, NY 11713

(631) 286-1600

Revised

September 2021

(version 9.22.22)

## EMERGENCY TELEPHONE NUMBERS

### **POLICE 911**

5<sup>th</sup> Precinct, 124 Waverly Ave., Patchogue

**(631) 854-8500**

### **FIRE 911**

Hagerman Fire Dept.

**(631) 654-2790**

### **GAS**

National Grid

**(800) 490-0045**

### **ELECTRIC**

PSEGLI

**(631) 755-6900;**

**(800) 490-0075**

### **WATER**

Suffolk Water

**(631) 698-9500 (Day);**

**(631) 665-0663 (Night)**

### **HEAT & A/C**

Trane

**(718) 269-3822**

### **ELECTRICIAN**

**John Raguso (ALTA)**

**Office: (631) 750-5224**

**Cell: (631) 774-9519**

### **PLUMBER**

STAT Plumbing

Ray the Plumber

**(631) 346-3990**

**(631) 581-2500**

### **TELEPHONE**

PBX Store

**(631) 567-2300**

### **SECURITY**

Johnson Control Integrated Security

**(800) 289-2647**

**FIRE ALARM CODE: 033413 or SCLS1600**

## **MAIN CONTROLS**

**GAS:** Located in garage area (caged area) *Key in Shipping Key Box*

**WATER:** Located in garage entrance behind water heater

**ELECTRIC:** Located in back room of shipping (caged area) *Key in Shipping Key Box*

## INTRODUCTION

In an attempt to develop a more positive and proactive attitude toward building security and safety, the following guidelines are offered. For this plan to be effective, **it is essential that it have the full participation of all staff, tenants, and visitors.**

The following areas are included:

- General Building Security

- Medical Emergency

- Building Emergencies

Please keep this guide in a place that is easily accessible.

## GENERAL BUILDING SECURITY

**SCLS** buildings are secured by an automated security access system and the parking lots are monitored via video camera.

**SCLS** buildings are open to the public Monday - Friday, from 9:00 a.m. to 5:00 p.m. via the Main Lobby. All other entrances are accessible only to **SCLS** staff members and building tenants with Access Cards. **SCLS** staff members and building tenants are issued Access Cards with specific access times and entrances depending on the need of the individual staff member or tenant.

All visitors and service personnel are to use the front lobby entrance and will be announced by the receptionist to the appropriate department.

Designated night/weekend staff will not permit entrance to the building by anyone without prior approval from a Supervisor.

All truck deliveries are to be made to the loading dock, a doorbell is available to request entrance.

Exiting the building via emergency exit doors will cause the alarm to sound. These doors are locked to entry from outside the building. For safety, all exit doors can be opened from the inside via panic-bar.

## MEDICAL EMERGENCY

The **First Aid Kits** for minor injuries are located in reception area nearest the **Main Entrance** and in the **Staff Lounge** on the ledge near the sink.

Additional first aid equipment is located in the Shipping & Maintenance Department (Band-Aids, aspirin, non- aspirin).

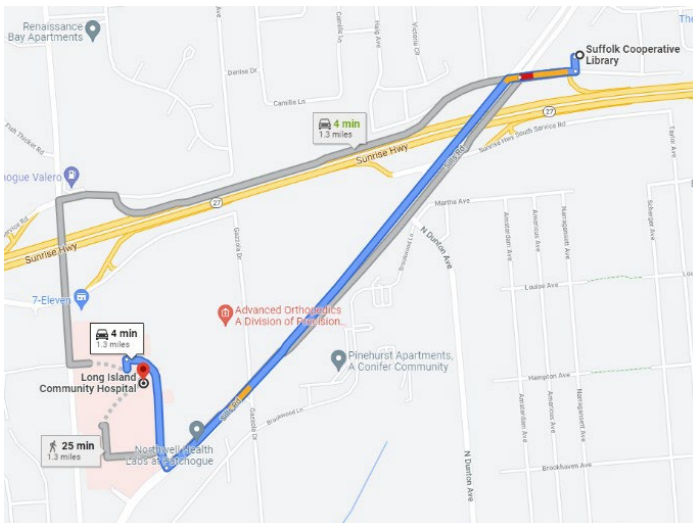
Members of the staff who have had emergency **CPR/AED** training are:

<b>Rachel Bouchard</b>	<b>x1372</b>	<b>Ellen Nasto</b>	<b>x1357</b>
<b>Alexis Camarda</b>	<b>x1316</b>	<b>Anthony Rasheed</b>	<b>x1327</b>
<b>David Douglas</b>	<b>x1324</b>	<b>Scott Byrne</b>	<b>x1372</b>
<b>Teri Hatred</b>	<b>x1314</b>		

Although most minor injuries can be handled by staff, **do not hesitate to use Rave Mobile App (or call 911 if you do not have the App)** if it is needed. Begin medical assistance immediately.

In all situations notify the administrator in charge as soon as conditions allow. Complete Accident Report form (*if necessary*) which is available from the Human Resources office and on the SCLS Gateway under Human Resources Forms. Submit completed form to the Human Resources Officer.

The nearest emergency room is **Long Island Community Hospital, 101 Hospital Road, Patchogue, NY, (631) 654-7100.** (South on Route 101/Sills Road)



## ACCIDENT/SUDDEN ILLNESS

### MINOR

- Staff Member:** Provide necessary assistance. Notify supervisor in charge.  
**Ice:** staff lounge and medical kits  
**Bandages and First Aid kits:** Reception area, Staff Lounge (on ledge near sink), and shipping area.
- Supervisor:** Complete an Accident Report Form and submit to Human Resources Officer.

### MAJOR

- Staff Member:** Provide immediate assistance. Use Rave Mobile App or CALL 911 if you do not have the App. Be sure to state the nature of the problem and give the SCLS location with the easiest entrance to the building. Notify supervisor when time allows.
- Supervisor:** Have the employee taken to the Emergency Room or home, as required. Notify Human Resources. Complete an Accident Report Form and return it to the Human Resources Officer.
- Human Resource Officer:** Contact person listed on Employees' Emergency Contact List in the Human Resources Office.

## BUILDING EMERGENCIES

Staff should know the location of all emergency exits, the location and use of fire extinguishers, and use of fire call boxes.

In an emergency during normal working hours, notify a supervisor when conditions allow.

Outside of normal working hours notify:

John Ruffino (631)891-7510

Roger Reyes (631)413-3357

Kevin Verbesey (631)219-7709

# BUILDING EVACUATION

In the event of fire or other emergency, ALL employees shall evacuate immediately. Employees shall evacuate by means of the nearest available marked exit. After an emergency evacuation, employees are to gather in one of the following locations:

Northeast corner of the parking lot along the back fence.

Southwest corner of property across the parking lot.



Designated Responders will check their assigned area before leaving to verify all staff and visitors have been evacuated (will check bathrooms, meeting rooms, and offices in their designated area and close all doors behind them.)

After assembling in areas outside of the building, supervisors will take a head count of team members. Designated Responders will check in with supervisors to make sure everyone is safe. Return to building only after receiving all clear message from designated responders.

**Do not permit re-entry until building is declared safe by proper authority.**



## **Appointed Building Evacuation Designated Responders:**

<b>Back of Building</b>	<b>Front of Building</b>
Section Supervisor/Asst. Supervisor – Shipping	Assistant Director
Senior Shipping Aide	Human Resources Officer
Special Projects Supervisor	Administrative Assistant

### **Procedures for Back of the Building:**

In the case of a building evacuation, designated responders in the back of the building will be responsible for the following:

- Checking all offices, shipping area, lunch room, auditorium, training room, back conference room, all bathrooms, and hallways to make sure all staff and visitors have been evacuated and close all doors behind them
- Checking tenant areas to ensure all tenant employees have been evacuated
- Checking the hallway between the front and back of the building and checking the garage
- Checking entrance to roof and server room
- Once outside, report to the South/West corner of property; check in with supervisors to make sure all staff are safe

### **Procedures for Front of the Building:**

In the case of a building evacuation, designated responders in the front of the building will be responsible for the following:

- Checking all offices, conference room, blue room, bathrooms, and hallways to make sure all staff and visitors have been evacuated and close all doors behind them
- Checking the hallway between the front and back of the building and checking the supply closet
- Once outside, report to the North/East corner of property; check in with supervisors to make sure all staff are safe

### **Staff Assigned Meeting Locations:**

Administration – Northeast corner of property  
Finance – Northeast corner of property  
Human Resources – Northeast corner of property  
Shipping/Maintenance – Northeast corner of property  
Member Services – Southwest corner of property  
PALS – Northeast corner of property  
Reception – Northeast corner of property  
Computer Services – Southwest corner of property  
Union Catalog – Northeast corner of property  
Outreach Services – Northeast corner of property  
Youth Services – Southwest corner of property  
Business Services – Southwest corner of property  
BOCES – Southwest corner of property  
LILRC – Northeast corner of property  
Literacy Suffolk – Southwest corner of property

## ACTIVE THREATS

Stay calm and assess the situation; either evacuate the building (follow building evacuation procedures on page 8 & 9) or shelter in place depending on your personal situation during the threat. (bomb, active assailant, weather emergency etc.)

During an applicable active threat utilize the Rave Panic Button App on your phone to notify others or call 911. If the Rave Panic Button App is utilized, 911 will be notified via the App.

**Do not permit re-entry until building is declared safe by proper authority.**

## FIRE/SMOKE

STAY CALM! Determine extent and need for action. Use extinguishers, get help. If necessary: use pull box to sound alarm to evacuate all personnel from the building, use Rave Panic Button App on your phone or call 911 to notify the fire department. Follow Building Evacuation procedure on page 8 & 9.

Wait for designated responders to allow re-entry into the building after clearance from the fire department.

## ELECTRICAL FAILURE

Full or Partial failure: All electrical equipment (in use or not) should be turned off.

Designated responder will notify PSEGLI (800) 490-0075 or (631) 755-6000.

## LOITERING/TRESPASSING

Only those with an express business purpose should be on SCLS property. If anyone else is on the property, please notify a supervisor, maintenance supervisor, or administrator in charge.

Supervisor or administrator will ask person/persons to leave; if refused, notify police.

## THEFT/VANDALISM

Notify supervisor, maintenance or administrator in charge immediately. If necessary, close area of building to staff to preserve evidence. Notify police.