

East Hampton Library Disaster Plan

Objectives of this plan: Aid the administration and staff of the Library in dealing with a disaster or emergency situation.

Delineation of Authority: The Library Director routinely contacts the Chairwoman & President of the Board of Managers when planning to close the Library at any other time than regular closing. In situations that may be considered disasters or emergencies, the Chairwoman & President should be contacted as soon as possible. The Library Director assumes the role of Library Emergency Coordinator. If the Director is not in the building, the normal chain of command (included at the end of this policy) will determine which staff member assumes this role. During any emergency situation, the emergency coordinator shall keep the board Chairwoman & President apprised of developments as they occur.

All staff should understand that in an emergency situation, employees are encouraged to take appropriate action and make appropriate decisions.

The Library Emergency Coordinator will:

1. Take full control upon being notified of a disaster
2. Make immediate decisions regarding emergency responses
3. Order activation of responses
4. Notify appropriate outside agencies
5. Be prepared to turn over control to outside agencies for the emergency operation
6. Determine which local agencies need to be notified
7. Document all activities

Types of Disasters:

1. Weather related: earthquake, tornado, hurricane, flood, blizzard
2. Nuclear incident/accident
3. Motor vehicle accident
4. Fire or explosion, bomb threat
5. Structural failure
6. Poisonous/noxious gas release
7. Loss of utilities
8. Biochemical contamination; biohazard
9. Mandatory lock-down, lock-out

Standard response to emergency situations:

1. Human Life Comes First. Anything else can be replaced.
2. Administer First Aid. First aid is treatment that will protect the life of a victim until appropriate medical assistance arrives.
3. Call Expert Help. In most emergency situations, the need for expert help is evident. Fires are fought by fire fighters, bomb scares require police assistance, power failure requires electrical expertise, etc.

4. Follow Instructions. Once expert help has been contacted, follow their emergency procedures. In cases involving emergency government agencies, i.e., police, fire, etc., these experts are “in charge of the emergency operation.”

Library Options:

1. Delayed opening
2. Early closing
3. Complete closing, hour by hour or day by day basis
4. Evacuation
5. Quarantine

School Overflows: From time to time, the school has had emergency situations (formal or informal) where students leave school grounds and seek the Library as safe haven. When necessary, call the School or 911 for assistance.

Floods

1. Identify source of flood. If it can be stopped, do so.
2. Contact appropriate vendors for assistance (plumber, restoration specialists, etc.)
3. Wet materials should be taken to a dry area. Air dry materials by setting them up, turning them every 30 minutes.
4. Let books dry by themselves. Don't squeeze books, etc.
5. Plastic sheeting/tarps are stored in the basement. Use as necessary.
6. Be sure to dry shelves, before returning materials.
7. Open doors, set up fans, increase air conditioning to temperature below 70 and help decrease humidity.
8. Take steps to prevent mold.
9. Materials that are not salvageable should be prepared for discard.

Water shut off valves: *{located in the mechanical rooms under Circulation, under the Young Teen Room and in the outside shed near the garbage shed}*

Gas valves: *{red valves located above each of the 5 furnaces}*

Basic supplies held: Drop cloths (storage room), flashlights (throughout offices), rubber gloves, plastic bags, mops and buckets, face masks (custodian's closet), plastic crates/milk crates (storage room & amazon room).

Hardware: Wet/Dry Shop vacuum, Regular vacuums (custodian's closet), fire extinguishers (throughout library)

Actions that may be taken with advance notice: Lift all bottom shelf books to higher shelves, tape across vulnerable windows to prevent shattering, lift computers off floor, shut down LAN, back up computers, power down all PC's, printers, etc., cancel affected programs/meeting room reservations, email and group text to staff.

Fire Alarms

Fire Policy remains the standard. If the fire alarm sounds, get everyone out. Everything can be replaced. People are the priority.

Alarm monitoring: Suffolk County Fire Rescue monitors our fire and theft systems. They may refer an alarm to the police or fire department.

Fire Alarm switch (in Room 8 below the Directors Office):

To reset fire alarm switch:

1. Press ACK to acknowledge the alarms
2. Write down or take photos of each alarm code/reason
3. Press System Reset and wait for the system to restart with no alarms

Training:

All staff in the Chain of Command will undergo the following training.

1. Annual tour of the building with an emphasis on disaster issues given by the Director.
2. Annual written acknowledgement that the staff have reviewed and understand this Disaster Policy.
3. Periodic testing (by the Director) of how to respond in specific disasters.

Approved by the Board of Trustees, {date}

Chain of Command

The Person-In-Charge of the Library will be made aware of all emergency situations and problems. The Person-in-Charge of the Library will take appropriate action and make decisions in an emergency situation.

Dennis Fabiszak
Amber Talmage
Alexandra Giambruno
Steven Spataro
Lisa Michne
Andrea Meyer
Emmie Greene
Sheila Dunlop
Debbie Donohue
Kyle Fitchner
Anna Healy
Mayra Scanlon
Cassandra Gurge
Scott Raynor
Rebecca Voisich
Allison Fabrizio
Michele McCauley
Jill Sollazzo
Richard D'Attile