

Disaster Preparedness Plan
Mabel D Blodgett Memorial Library

TABLE OF CONTENTS

- Team Members and Duties
- Emergency Contacts
- Security Agencies Contacts
- Library Closure Procedures
- Emergency Evacuation Procedures
- Communication Equipment Checklist
- Disaster Supplies Checklist for Immediate Response
- Emergency Systems
- First Aid Kit Checklist and Locations
- Nearest Evacuation Centers
- Insurance/Legal Contacts
- Employee Phone Tree

Library Director: Dolores Baker

Office Phone: 585-554-3939

Home Phone: 585-554-6728

Cell Phone: 585-764-2943

Library Assistant: Dawn Le May

Office Phone: 585-554-3939

Home Phone: 585-554-5490

Cell Phone: 585-766-8013

REGULAR DUTIES Shared with Library Assistant

- Calls regular meetings of the disaster team throughout the year
- Ensures the disaster plan is updated annually or as needed
- Works with county and library disaster teams to ensure compliance with the bigger picture
- Maintains list of media contacts

DUTIES DURING AND AFTER A DISASTER

- Maintains direct communication with county libraries, school district and library administrators, and library board
- Notifies the disaster team members of imminent danger (begins the telephone chain process)
- Establishes a command center
- Ensures methods of communication both inside and outside the library
- Delegates duties
- Prepares compensation plan for employees involved in the recovery, if applicable
- Assesses and records damage with other disaster team members
- Determines if a mold assessment of the affected collections is necessary
- Receives reports from disaster team members
- Prepares a post-disaster report
- Works with facilities and accounting on the restoration of the Library
- Advises auditor and insurance agents on extent of the damage
- Authorizes payment for supplies and services needed

Systems/Automation Head: STLS IT Specialist - Pat

Office Phone: 607-62-3141

Library Team member: Dawn LeMay

Home Phone: 585-554-5490

Cell Phone: 585-766-8013

REGULAR DUTIES

- Secures and reestablishes computer network and systems
- Reestablishes telephone connections
- Removes damaged or destroyed equipment
- Identifies appropriate means for disposal of destroyed equipment (there are EPA guidelines for disposal of many types of equipment including printers and photocopiers)
- Works with accountant in replacement of destroyed equipment
- Maintains an inventory of the library collections (primarily using the OPAC)
- Works to recover library computer files

EMERGENCY CONTACTS

Police Department: 911

Fire Department: 585-554-3045

Ambulance: 911

Sewer Department (Village of Rushville): 585-554-3412

Electric Company: NYSEG 911 or 800-72-1131

Water Utility (Village of Rushville): 585-554-3412

SECURITY AGENCIES CONTACTS

City/County Security: Ontario County Sheriff – 585-394-4560

Yates County Sheriff – 315-536-4438

State Security Agencies: NY State Police - 911

LIBRARY CLOSURE PROCEDURES

CLOSING OF THE LIBRARY

Closing the library means notifying public and staff, that the library will not be open on a specific day. A variation of this option is to notify public and personnel that reporting times for a specific day have been changed. This option is available whenever library buildings are unoccupied and the time of day allows sufficient time for notifications. Procedures are as follows:

- The Director will notify staff that the library will be closed or that reporting times have been changed.
- The Director/Assistant Director will contact local media. Change voice mail message on library phone.
- The Director/Assistant Director will post closing on website and notices on library building
- All staff should monitor local radio and television stations for announcements.

EARLY CLOSING

Early closing refers to releasing patrons and staff prior to normal closing times. This option assumes there is a need to clear buildings while the library is open. Early closing should be used only when it is safe to do so. Patrons and staff should not be released if they will be exposed to more danger by leaving library facilities than they would if they remained under the library's control. Procedures are as follows:

- The Director will notify on-site personnel and those scheduled to arrive later in the day that the building will close early.
- The Director/Assistant Director will notify local radio and television stations of the early closing.
- The Director/Assistant Director will put appropriate message on phone system.
- The Director/Assistant Director will put appropriate message on library Web page.

EMERGENCY EVACUATION PROCEDURES

EVACUATION

Evacuation is the removal of all patrons and staff from library facilities.

Designated safe areas for each facility should be pre-established, with primary and secondary sites being identified, routes to get to those designated safe areas should also be pre-established, and procedures are as follows:

- A directive to evacuate can be issued by the Director.

- Evacuate staff to primary safe area in back parking lot of library on Bassett Street, unless directed to go to a secondary location or to a congregate care center established by public safety authorities. Staff may be directed to the library building not involved in the incident.
- Remain calm and keep staff and patrons as calm as possible.
- Close all doors behind you. **DO NOT LOCK DOORS.**
- All persons will remain in a safe area until receiving verbal notification from onsite administrators to return to the facility.
- The Director/Assistant Director will put an appropriate message on library webpage, if necessary.
- In the event of an extended evacuation the Director and/or Assistant Director will notify staff and media.

RELOCATION

Relocation is very similar to evacuation in that it is the process of vacating library facilities. It could occur during an incident that does not directly threaten the library where public safety authorities wish to use the premises as an emergency center. Procedures are as follows:

- A directive to relocate can be issued by the Director only. (All public safety requests for relocation must go through the Director.)
- The Director will determine the location to where staff will be moved.
- Moving procedures are the same as for evacuation.

DISASTER SUPPLIES CHECKLIST FOR IMMEDIATE RESPONSE

- Flashlight
- Mops
- Disposable latex gloves
- Plastic Sheeting
- Batteries (replace semi-annually stored outside of flashlight)
- Trash bags
- Bottled Water
- Buckets
- Dust masks
- Duct Tape
- Scissors

- Large plastic storage box with lid (to hold most of the smaller items)
- Lysol spray can
- Etc. Paper towels

The back storage shed of the Library will house the disaster supplies in a tub and labeled Disaster Supply Kit .

EMERGENCY SYSTEMS

MAIN UTILITIES

- **Electrical cut-off switch**
- **Heating and cooling controls, etc.**
- **Fire Extinguisher is located in entrance way of library building**

FIRST AID KIT SUPPLY CHECKLIST

- Adhesive Bandages
- Alcohol Wipes
- Burn Cream
- Instant Cold Packs
- Latex Gloves
- Neosporin
- Roll Gauze
- Roll of Medical Tape
- 2 X 2 Sterile Pads
- 4 X 4 Sterile Pads

FIRST AID KIT LOCATION

At Librarian's desk – ask for help if you need it

INSURANCE/LEGAL CONTACTS

Company: Stork Insurance/Shelter Point

Agent: Jillian Spencer

Email: jillianspencer@storkinsurance.com

Policy Number: DBL723490

Approved and adopted by the Mabel D. Blodgett Memorial Library

Board of Trustees on June 17, 2024