

## **Wolcott Public Library**

### **DISASTER PLAN**

#### **Prevention/ Preparation**

##### **Introduction**

This plan will aid in the successful resolution and recovery in dealing with the aftermath of a disaster, whether it be fire, water/wind damage, vandalism, bomb threat, or bug infestation, with no loss of life if the occurrence takes place during library hours. In addition, it is hoped that prior planning and quick implementation of this plan will limit damage to the collection, equipment, and the building.

The Director and disaster response person will regularly update the plan. The library director, staff and disaster response person are responsible for responding to any disaster that occurs in the library.

##### **Prevention**

1. 911 is known by all staff as the emergency number to be used by any phone in building, or personal cell phone if necessary and available.
2. The fire extinguisher will be inspected as scheduled to be in working condition. Library director will train new staff and review with current staff on proper use of fire extinguishers and orient staff on proper emergency evacuation procedures. All exits and traffic areas will be kept clear of clutter in case of emergency evacuation.
3. Staff shall notify library director of any potential building hazards or repairs or anything out of the ordinary either outside or inside building when needed. Library director will notify building committee and/ or town supervisor.
4. Post the locations of water, gas, electric turn off points near staff locations.
5. Furnace room is to be kept clear of any clutter or storage of any flammable material.
6. Furnace is to be inspected at least every two years.
7. Assembled emergency supplies shall be reviewed yearly and supplies restocked if used. The following supplies will be kept on hand for emergencies: - garbage bags, rubber gloves, paper towels, caution tape, masking tape, rolls of packing tape, scissors, black permanent markers, pad of paper, a flashlight and an extension cord.
8. Trash and recyclable materials will be set out weekly for pickup as contracted by village. Disposable of special recyclable materials and materials for village cleanup will be done by the library director.
9. Food will be kept in secure containers in the cupboard and refrigerator.

10. Donated items will be inspected as quickly as possible to prevent contamination of building with mold, mildew, or insects.

11. Interior of computer equipment should be inspected and cleaned every year. Exterior maintenance will be done on a frequent basis.

12. Maintain computer hardware inventory sheets for all computers.

13. Backups of computerized circulation data and policies will be kept through the Pioneer Library System IT computer system. The internal financial data will be backed up regularly and a current copy of the backup kept offsite.

## Response

In the event of an emergency/disaster, the first person to observe the event should immediately dial 911 if appropriate and contact the director. Also contact the Board of Trustees president.

All numbers are listed below in order of contact preference:

Library Director	Dottie Patt	315-594-9520, 315-879-1263
President, Board of Trustees	Bob Reed	406-590-0611
Vice Pres. (if President unavailable)	Steve Monroe	315-594-2839 work 315-594-8265 home
If needed, Board members:	Jan McDorman	315-209-3052
	Terry Van Fleet	585-329-9506
	Ginny Keenan	315-530-8006
	Bobby-Jo Mendenhall	315-573-8103

Emergency numbers Police, fire department,  
ambulance 911

Water & Sewer - Village of Wolcott	315-594- 2288
Insurance company – The Hartford	315-594-8001
Doyle Security System	585-244-3400
Electric /Utility Co.- RG&E	1-800-743-2110
Preservation consultants - Pioneer Library System	1-800-441-5564
Dependable Disposal	315-689-9588
Nodine's Heating & Conditioning	315-754-8082
Spectrum Business Voice	1-877-636-3278

## Procedures

1. If a fire is small enough to be easily and immediately contained, use one of the fire extinguishers in your immediate area. If the fire cannot be easily contained, call 911. Immediately evacuate the building. When the fire alarm is sounded staff will calmly and quickly evacuate building, converging at sidewalk in front of the library.

### **If fire, flooding or water damage has occurred:**

Determine if professionals need to be called in for help, such as plumbers, electricians, conservators, etc. **DO NOT ENTER AN AREA THAT IS FLOODED UNTIL MAINTENANCE AND SERVICE ELECTRICIANS HAVE DISCONNECTED THE ELECTRICITY.**

After any danger to life has passed and the building has been declared safe, staff will implement such cleanup measures as possible in order to salvage library materials unless there is a physical hazard to safety.

In winter turn the heat to 50 degrees. Open windows and doors if the air is cool and dry, but not freezing. If electricity is functional, use electric fans to expel humid air from the building or use the air conditioner if that can be activated. Wear rubber gloves and remove any materials from puddles of water on floors. **DO NOT TURN UP THE HEAT.** This will prevent mold and mildew damage as much as possible. If the power is out, arrange for electric generators to run lights, fans and dehumidifiers.

2. If a **Power outage, or blackout** has occurred, emergency lighting will engage. Find out if there is power to the rest of the building. If there is, advise the director. Follow their instructions to see if power can easily be restored. If not, evacuate the building and call the utility company.
3. If **vandalism** has occurred, **DO NOT TOUCH ANYTHING** until directed to do by authorities. **CALL 911.** After advising the library director, visually scan area and document what you can see.
4. If there is a **bomb threat**, **IMMEDIATELY EVACUATE THE BUILDING, THEN CALL 911.** While employee is on the phone with the caller, try to get as much information as possible. Notify the library director.

Wolcott Public Library Board of Trustees

Date Adopted: 4/18/2018