

Livingston Manor Free Library  
**Emergency and Disaster Policy**  
February, 2016

*In recognition of the possibility of emergency situations, the following plan has been developed to ensure that appropriate actions are taken. This plan provides library staff with a set of prioritized procedures.*

---

The library director (or designee) may close the library when, in his or her judgment, conditions are such that they pose a safety risk or danger to staff and patrons. Staff should alert the director when conditions warrant closure. Staff members who are sent home will be paid for the remainder of their normal work shift.

If the building must be evacuated, the staff member in charge must ensure that all members of the public and staff have left the building and that the building is locked and the alarm turned on. Do not reenter until it is safe to do so.

The library director, police department and president of the board of trustees, are to be informed of the evacuation and closure as soon as it is safe to do so. Staff should take care to ensure that minors have safe passage home if the library must close. If a parent or guardian cannot be contacted, a staff member must stay with the child until transportation can be arranged or the child has permission from a caregiver to walk home.

Items for use in a water-related emergency will be maintained in the second floor closet, in the first door on the right, bottom shelf. (Two tarps, large heavy duty plastic bags, bucket, mop head, sponge, rags, extension cords.) The closet will be checked periodically to ensure that all items are available and replenished as needed.

In the event that conditions make it unsafe to open the library, the library director will notify staff that they should not report to work or that the library will open on a delayed schedule. Staff members who are notified that they should not report to work will receive their regular pay. Depending on the exact nature of the emergency closure, key staff may be required to report to work.

The library director will provide a report on the emergency and its handling to the board of directors by email as soon as possible.

As a preventative measure, the director's computer and the processing computer will be backed up on a regular basis to an external hard drive which is to be stored off site.

## **Fire Emergency**

At the first indication of smoke or flames, investigate the situation to determine the location and extent of the fire. \* Call 911. \* Close the doors and windows if it can be done safely. Evacuate the building. Wait outside for the fire department. Do not reenter the building until the fire department says it is safe to return. Call the library director and Board president as soon as possible. On an annual basis, a staff member should check the pressure indicator on the two fire extinguishers (one upstairs and one by the circulation desk). Sullivan Fireco can be called to repressurize them if needed (292-6755). The smoke alarms should be tested once a month to be sure the batteries work.

## **Health Emergency**

Staff members should exercise caution when administering first aid of even a minor nature, because of the safety of the injured person and the potential liability of the staff member. Without specialized training, it is not advisable for the staff member to undertake more than keeping a sick or injured person comfortable until medical help can arrive. No medication, including aspirin, should ever be dispensed to the public. \* Call 911. \* Call the parent/guardian if the person is a minor, notify the library director and fill out an accident report.

## **Water Damage Due to Leak**

Tarps are located in the upstairs storage area. Use them to cover any stacks or equipment underneath ceiling leaks. Move any exposed books to a dry area. If possible, use trash receptacles to catch leaks. Water damage due to other reasons should be handled accordingly. Use tarps and move materials and equipment to a dry area whenever possible.

## **Flooding Potential**

All staff members should know the locations of the electrical power circuit breaker box, water shut-off and furnace shut-off.

If flooding is imminent:

Turn off and unplug all computer equipment. Place all equipment onto tables.

Move books on lowest shelves to higher areas, such as bookcase tops. Books in the adult room should take priority, starting with local history and reference books.

Turn off main breaker before leaving.

### **No Water**

Close restroom to the public. Call the water department to report the problem and to determine the length of time that the building will be without water.

### **Power Outage**

The computers will run on their back up batteries for about 20 minutes, giving you time to turn them all off. If after 30 minutes, the power has not returned, close the library. Call NYSEG to report the outage and to determine the length of time that the building may be without power. In an extended outage, when the sun is out, the library may be opened for the public to charge cell phones using the direct solar power outlets. Follow the directions below:

1. Switch the PV (solar) breaker in the children's room to the OFF position.
2. Set the Secure Power Supply (SPS) switch to the ON position to supply electrical power to the outlet.
3. When utility power is restored, set the SPS switch to the OFF position and then the PV breaker to the ON position to resume grid interactive operation.

### **Assessment Following Large Emergencies**

Team consisting of Board members, staff, emergency personnel and/or outside consultants will assess damage if necessary. Staff and volunteers may be asked to remove damaged contents and classify by requirements related to repairing, restoring or disposing. A safe storage area will be secured by team. An inventory will be maintained with written log and photographs of damaged items. A chain of authority and assignment of responsibilities will be established for further action. Priorities will be established based on time and cost. The public will be notified of temporary collection point for outstanding library materials.

Emergency Phone Numbers are located on bulletin board near circulation desk.