

Edith B. Ford Memorial Library

DISASTER POLICY and PROCEDURES

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INTRODUCTION

In the event of a disaster, staff and volunteers will immediately react to ensure the safety of everyone in the library. After the safety of patrons and staff are assured, Seneca County Sheriff will be contacted followed by the Board President and Library Director. Emergency numbers are available at the Circulation Desk and a map of exits and fire safety equipment is on display.

Recovery operations will be overseen by the director, staff, and the Board of Trustees. Duties will be delegated by the Board President in conjunction with the Library Director according to the current responsibilities of individual personnel.

I. Objective and Definition

Objective: Disaster, in terms of the Edith B. Ford Memorial Library, is any sudden, severe, or catastrophic event that threatens the lives of occupants of the building, including:

- Fire – electrical failure, intention, or accidental ignition of combustible materials, e.g., wood, paper
- Explosion – ignition, or threat thereof, of natural gas, whether by leakage, failure to ignite, or vandalism. Also includes real or reported bomb threat.
- Flooding – accidental release of water by sprinkler systems, or other water-related catastrophe.
- Dangerous Person – armed or threatening person

Also of concern are the collections, management records, and equipment, but these are replaceable and are of low priority compared with human safety.

II. Purpose of Disaster Plan

The disaster plan policy functions to:

- 1) prevent disasters
- 2) provide a procedure for emergencies
- 3) provide useful contact information relevant to disaster readiness
- 4) provide information on the location of the Library's safety equipment and supplies
- 5) recover from disasters

III. Prevention

1. Building Design – the library building incorporates safety features such as, emergency exits, portable extinguishers, flashlights, masonry walls, and fire alarms. Fire extinguishers must pass annual inspection by fire department inspectors, and may need recharging or replacement.
2. Safety Practices – training all personnel in recognizing and preventing dangerous conditions. (See Procedures)
3. Structural evaluation will be conducted annually by the buildings and grounds committee to ensure that the roof, plumbing and grounds are in good condition.
4. Board and staff will annually review the procedure for handling specific disasters.
5. Maps of exits and fire equipment will be posted.

IV. Procedures

Summary:

INDOOR THREATS: EXPLOSION, FIRE, BOMB, DANGEROUS PATRON, FLOODING

1. Leave the building if there is danger, **ensuring that no one is left behind.**
2. Call 911 or Seneca County Sheriff 1-800-688-7188, from outside the building in case of imminent danger.
3. Call the Library Director, Shannon O'Connor, and Sally Eller, Board Chair (see below for phone contacts).
4. In the event of a violent or dangerous patron, call 911 or Seneca County Sheriff 1-800-688-7188, and, if possible, avoid confrontation with patron(s).

Bomb Threat (by telephone)

1. Immediately evacuate everyone from building
2. If time and circumstance permit, call police (911)
3. Obtain following information if possible:
 - a. Time of call
 - b. Description of caller's voice and any background noise
 - c. Location, type, description of bomb, and when it will explode

Problem Patrons

A problem patron is one who by his/her actions disturbs other patrons or staff. They may be armed with a weapon or may exhibit threatening or physically abusive behavior.

It is important we not ignore a patron whose behavior drives others out of the building. It is equally important that we be tolerant of a patron who behaves unusually but doesn't disturb others. If an employee or patron is verbally or physically threatened by an unruly individual and feels that assistance is needed to secure a safe environment, the Seneca County Sheriff 1-800-688-7188, should be notified and asked to come to the facility immediately. If an unruly individual presents an imminent danger, the library should be evacuated. The Board President should also be notified.

V. DISASTER RESPONSE TEAM RESPONSIBILITIES

Disaster Team Leader 1: President, Board of Trustees

Sally Eller **Home: 607-869-3995**
 Cell: 607-351-5954

Regular Duties	During and After a Disaster
- Calls regular meetings of the disaster team throughout the year	- Calls an emergency board meeting to begin disaster recovery
- Ensures the disaster plan is updated annually or as needed	- Notifies the disaster team members of imminent danger (begins the telephone tree process)
- Maintains a telephone tree so that employees and other important people are notified quickly after disaster strikes	- Establishes a command center
	- Ensures methods of communication both inside and outside the library
	- Begins salvage operations after the building is deemed safe by facilities management or local safety officials
	- Oversees overall management of recovery and salvage operations with Buildings and Grounds Committee

Disaster Team Co-Leaders II:

David Griffith **Home : 607-869-9491**
Cell : 585-490-2291

Rhea Jones **Home: 607-869-5884**
Cell: 607-279-9126

Regular Duties	During and After a Disaster
- Informs staff of relevant disaster information	- Maintains direct communication with hospital, city, state, organizational or corporate officials
- Works with Policy Committee to update and review Disaster Policy	- Ensures methods of communication both inside and outside the library
- Creates and maintains a telephone tree so that employees and other important people are notified quickly after disaster strikes	- Delegates duties
- Ensures that items on the disaster supply list are available and up to date	- Begins salvage operations after the building is deemed safe by facilities management or local safety officials
- Works with hospital, city, county or company-wide disaster teams to ensure compliance with the bigger picture	- Oversees overall management of recovery and salvage
	- Supervises delivery and installation of equipment
	- Assesses and records damage with disaster team member
	- Identifies storage space for priority recovery list items

Collections Manager: Shannon O'Connor

Treasurer: Mark Jauquet

VI. EMERGENCY CONTACTS

LIBRARY CONTACT INFORMATION:

Address	<u>7169 North Main St.</u> <u>P O Box 410</u> <u>Ovid, NY 14521</u>
Phone	<u>607-869-3031</u>
Fire/Police/Ambulance Ovid Fire Chief's home: Bill Palmer	<u>911</u> <u>607-869-5417</u>
Ovid Police: Sheriff	<u>1-800-688-7188</u>
Sally Eller, Board President	<u>Home: 607-869-3995</u> <u>Cell: 1-607-351-5954</u>
Sally Limoncelli, Vice President	<u>Home: 607-582-7517</u> <u>Cell: 716-378-8025</u>
Rhea Jones, Maintenance, B&G	<u>Home: 607-869-5884</u> <u>Cell: 607-279-9126</u>
Shannon O'Connor, Library Director:	<u>Home: 607-532-4956</u> <u>Cell: 1-607-351-3521</u>
Computer Network Services (FLLS)	<u>800-909-3557 X 240</u>
Electric (NYSEG)	<u>800-572-1131</u>
FEMA	<u>800-621-3362</u>
Finger Lakes Library System	<u>800-909-3557</u> <u>670-273-4074</u>
Gas (NYSEG)	<u>800-572-1131</u>
Heating & Cooling Bill Westlake Westlake Heating, A/C & Electrical PO Box 205	<u>607-387-5803</u>

Interlaken, NY 14847
New York State Library
(if the library has been impacted by flooding, **1-518-486-2197**
expert assistance is available to assist with
recovery efforts)

Alarm System
AlarmTech Systems: **607-532-9515**

Telephone Company **607-387-5454**
Ontario/Trumansburg Tel Co.

Water Department Ovid Municipal Building **607-869-5560**

Insurance **607-387-5763 X 41220**

Company: Haylor, Freyer & Coon, Inc.
112 West State Street
PO Box 38
Ithaca, NY 14851
607-273-5353

Policy Number: CPP1872919

VII. RECOVERY AND SALVAGE

In the event of a disaster the president will call an emergency trustee meeting to create an immediate plan of action appropriate to the circumstances. Some considerations will include:

Cause – Work with authorities to determine the true cause of the disaster.
Consider prosecution in the event of malicious intent.

Insurance – Work with insurance provider(s) to recover damages for all losses.

Repair/Replacement – Work with contractor(s) to rebuild the library to perform all previous functions.

Injuries/Death – Provide compassionate assistance to injured persons and to families of deceased employees, volunteers, and patrons.

Collections – Rehabilitate damaged items, replace destroyed items on an as-needed basis, and rebuild the collections in line with prevalent usage.

Salvage Priority List - Salvage everything possible from the history room, followed by computer equipment and books.

VIII. Technology

Every effort will be made to safeguard our technology from unwanted programs by a weekly update and virus scan performed every Friday by the Library Director or, in her designee. Surge protectors are used to prevent Edith B. Ford Memorial Library's computers from being affected by the weather.

Regularly scheduled backups will be made of all mission critical data on a weekly basis at least. In the event of a disaster, the external hard drive is located below the Librarian's desk and should be removed from harm if its retrieval poses no danger to staff, volunteers or patrons. Computers should not be touched if there are any electrical concerns.

In case of a disaster, the laptop computer and all removable drives should be removed from the building. If possible, the Circulation Desk CPU and the Office CPU should also be removed.

Technology contacts are listed as follows:

Technology Chair: Mark Jauquet

Technology Support: Finger Lakes Library System

607-802-9055

607-273-4074 x240

IX. Emergency Equipment (to be completed by David Griffith for EBFML)

ITEM	LOCATION
Extension cords (50 ft, grounded)	One in lower level custodial closet
Flashlights, batteries, replacement bulbs	Workroom, and lower level custodial closet
Camera; Video Camera	Top of file cabinet; tech closet
Tool kit (hammer, pliers, screwdriver)	Work Room drawer
Brooms and dustpans	Utility Room
Mop, bucket, sponges	Utility Room
Metal rolling carts	Lower Level storage
Portable folding tables	Community Room
Brooms with squeegees	Utility Room
Scissors	Work Room
Utility knives, extra blades	Tool kit, work room drawer below/right of sink
Shovel	Shed
First Aid Kit; Disinfectant spray	Work Room – Cabinet over sink
Portable Pump Wet-vacuum Portable fans Protective masks/glasses Gloves (leather, rubber Lights, shop-lights and bulbs	To be procured when necessary

