**Disaster Preparedness Plan**

Greenwood Reading Center

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*This document is intended to serve as a guide to staff and volunteers in the event that a disaster occurs, in order to assist in the cleanup and recovery of the Greenwood Reading Center Library, its building, property and collection. Further, this document may also serve as a tool to assist in training staff and volunteers to know what is expected when various disasters or emergency situations may arise.*

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# 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 will contact volunteers responsible for media and social media so that the changes may be noted in the Addison Post and on Facebook.
* Staff will place appropriate notices on the Library door and bulletin boards.
* The Director will post closing on SCLS Emergency Notification Page

**EARLY CLOSING**

Early closing refers to releasing public 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. Public 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:

* If the local school district has closed due to inclement weather, then the library will also remain closed.
* If the weather turns inclement during regular business hours, the Director or staff member in charge will use best judgement in determining weather safety, based on information available to them. Closure will be at their discretion.
* Visiting patrons will be notified of the closure and staff will place an appropriate notice on the library’s main entrance before locking up. Normal business hours will resume when it becomes safe to do so.
* The Director will put appropriate announcement on the SCLS Emergency Notification Page.

# EMERGENCY EVACUATION PROCEDURES

**EVACUATION**

Evacuation is the removal of all public 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, on-site staff or public safety authorities.
* Evacuate staff to primary safe area in The Greenwood Memorial Park, unless directed to go to a secondary location established by public safety authorities.
* All persons will leave the facilities by closest or safest exit.
* Remain calm and keep staff and patrons as calm as possible.
* Close all doors behind you. **DO NOT LOCK DOORS**.
* A 100% accounting of visiting patrons will be completed and verified by staff. This will be accomplished by referring to the sign-in clipboard.
* All vehicles will be moved as necessary to allow the access of emergency equipment.
* All persons will remain in a safe area until receiving verbal notification from onsite administrators to return to the facility.
* In the event of an extended evacuation the 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.

**EMERGENCY SYSTEMS**

See attached building floor plans for specific locations.

**MAIN UTILITIES**

**Electrical Shut-off Switch**

* 1. Farthest point of the basement from the stairwell, behind the tornado closet
* **Heating/Cooling controls**
  1. Thermostats are located 1 near the bathroom door, 1 just inside the door to the children’s section
  2. Boiler shut-off in basement
* **Gas Shut-off**
  1. Outside northwest side of building (left of employee entrance)

**FIRE SUPRESSION SYSTEMS**

* **Smoke and heat detectors (on floor plan)**
* **Halogen fire extinguishers (on floor plan)**

Labeled clearly according to type

1. Type A – Wood, paper, combustibles
2. Type B – Gasoline, flammable liquid
3. Type C – Electrical
4. Type ABC – Combination

**FIRE SUPPRESSION SYSTEM LOCATIONS:**

**FIRST AID KITS**

**FIRST AID SUPPLY CHECKLIST**

* Adhesive Bandages
* Alcohol Wipes
* Instant Cold Packs
* Nitrile Gloves
* Roll Gauze
* Roll of Medical Tape
* 2 X 2 Sterile Pads
* 4 X 4 Sterile Pads

**FIRST AID KIT LOCATION**

Mounted on wall above each fire extinguisher

# COMMUNICATION EQUIPMENT CHECKLIST

**In-house Requirements**

* Transistor radios (for news) located at front desk
* Weather radio (N/A)

**COMMUNICATIONS EQUIPMENT LOCATIONS:**

# DISASTER SUPPLIES CHECKLIST FOR IMMEDIATE RESPONSE

**Each building has the following supplies.**

* Flashlight
* Mops
* Disposable latex gloves
* Plastic Sheeting
* Batteries (replace semi-annually stored outside of flashlight)
* Plastic trash bags to fit can
* Bottled Water
* Buckets
* Dust masks
* Duct Tape
* Scissors
* Large plastic trash can with lid
* Lysol spray can
* Etc. Paper towels

**LIST LOCATION OF DISASTER SUPPLIES HERE:**

**DISASTER PREPAREDNESS AND MOBILIZATION**

**President/ Board**:

* Ensure the disaster plan is updated annually or as needed

**Secretary/ Media Director**:

* Maintain list of media contacts
* Maintains contact information for recovery companies
* Maintain externally the contact information of all library staff, board members and willing volunteers so that, in the event that contacts are destroyed within the library building, staff may still be reached.

**Treasurer/ CFO:**

* Ensures insurance coverage is up-to-date

**Director:**

* Ensures that items on the disaster supply list are available and up-to-date
* Maintains an inventory of the library collections
* Keeps first aid supply stocked
* Creates evacuation procedures for the building

**CHECKLIST OF RECOVERY-ORIENTED TASKS**

**DURING AND AFTER A DISASTER**

**EVERYONE:**

* Notify the disaster team members of imminent danger (begins the telephone chain process)
* Restock first aid and disaster management supplies as necessary during recovery efforts
* Assess and records damage with other disaster team members
* Assesses damage and advise director on the extent of the damage to the collections
* Determine which items can be recovered in-house and which need to be sent out for recovery
* Determine which parts of the damaged collection are not worth recovery efforts
* Advises director on the need of a recovery company if collections need to be dried
* Photographs the damage to the collections and library contents, as well as damage to the building, if appropriate
* Maintains a photographic record of recovery efforts
* Maintains communication with local fire district.

**DIRECTOR:**

* Maintain direct communication with STLS, library administrators, and library board
* Determine if a mold assessment of the affected collections is necessary
* Combine individual reports from disaster team members into a post-disaster report
* Ensures that items on the disaster supply list are available and up-to-date
* Supervises the staff and volunteers during collection recovery efforts
* Supervises in-house cleaning and drying
* Supervises the processing of all damaged materials
* Trains staff and volunteers
* Works with public safety officers and administrators to determine when the building is safe for reentry
* With public safety officers and administrators determines when the building is safe for reentry

**PRESIDENT/VICE-PRESIDENT:**

* Establish a command center
* Maintains contact with recovery company until the materials are returned
* 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)
* Arranges for food and drink for recovery workers

**TREASURER/CFO:**

* Prepare compensation plan for employees involved in the recovery. (Board Treasurer shall determine how to adjust the budget to accommodate increased payroll burden.)
* Work with facilities and accounting on the restoration of the Library
* Advise auditor and insurance agents on extent of the damage
* Authorize payment for supplies and services needed
* Tracks and coordinates expenditures
* Acts as financial liaison with FEMA, if appropriate
* Submits insurance claims
* Works with accountant in replacement of destroyed equipment
* Assists any employee injured in the disaster or during recovery with workman’s compensation or insurance claims

**SECRETARY/MEDIA DIRECTOR**

* Establishes and maintains an inventory of library possessions
* Creates and maintains a telephone chain and e-mail list so that employees and other important people are notified quickly after disaster strikes
* Ensure methods of communication both inside and outside the library
* Prepares a written report of the recovery and/or relocation activities
* Contacts recovery vendors and services
* Updates the inventory of library possessions as damaged items are discarded
* Maintains a list of possessions sent out for refurbishing, if applicable
* Acts as the conduit for public information on the disaster
* Contacts media with library-related announcements, including library closure and reopening
* Maintains communication with county, state, federal or other security agencies

# EMERGENCY CONTACTS

**NEAREST EVACUATION SHELTER(S)**



**Police Department:**   
**Fire Department**:

**Ambulance:** 911

**FEMA Regional Ctr:**

**Sewer Department:**

**Janitorial Service**:

**Locksmith:**

**Gas Company**:

**Electric Company:**

**Water Utility:**

**SECURITY AGENCIES CONTACTS**

**City/County Security:** Sherriff

**State Security Agencies**: State Police

**Federal Security Agencies:**  Federal Bureau of Investigation

Bureau of Alcohol, Tobacco and

Firearms (ATF)

**INSURANCE/LEGAL CONTACTS**

**Company:**

**Agent:**

**Policy Number:**

\*See Treasurer for copy of policy.

**Legal Advisor:**