

Amagansett Library Disaster Plan

This plan aims to aid the administration and staff of the Library in dealing with a disaster or emergency.

Delineation of Authority: The Library Director assumes the role of *Library Emergency Coordinator*. If the Director is not in the building, the typical chain of command is Head of Circulation, Full time Librarians, Full time clerical staff. In a disaster or emergency, the director will contact the library board as soon as possible.

All staff should understand that all employees are encouraged to take appropriate action in an emergency and make the right decisions.

The Library Emergency Coordinator will:

1. Take full control upon being notified of a disaster
2. Make immediate decisions regarding emergency responses
3. Order activation of responses
4. Notify appropriate outside agencies
5. Be prepared to turn over control to outside agencies for the emergency operation
6. Determine which local agencies need to be notified
7. Document all activities

Types of Disasters:

1. Weather-related: earthquake, tornado, hurricane, flood, blizzard
2. Nuclear incident/accident
3. Motor vehicle accident
4. Fire or explosion, bomb threat
5. Structural failure
6. Poisonous/noxious gas release
7. Loss of utilities

8. Biochemical contamination; biohazard
9. Mandatory lock-down, lock-out
10. Active Shooter

The standard response to emergencies:

1. Call Expert Help. Dispatchers are trained to respond by sending appropriate aid.
2. Human Life Comes First. We can replace anything else.
3. Administer First Aid.
4. Follow Instructions. Once expert help is contacted, follow their emergency procedures. In cases involving emergency government agencies, i.e., police, fire, etc., these experts are “in charge of the emergency operation.”

Library Disaster Response Options:

1. Delayed opening
2. Early closing
3. Complete closing, hour by hour or day by day basis
4. Evacuation
5. Quarantine

Water shut-off valves: in the technical processing room supply closet. Individual sinks and toilets have smaller, localized valves.

Gas shut-off valves: In the utility room with the circuit breakers and HVAC units next to the lower level restroom.

Sprinkler Timer: Elevator Room

Outdoor Light Timer: Located in the utility room in between circuit breakers on the right hand side.

Roof Access: Through the attic.

HVAC Units: Are located on the roof, in the lower level utility closet, in the attic crawlspace by the Reference Desk.

Basic supplies held: Drop cloths (storage closet), flashlights (each public service desk), rubber gloves, plastic bags, mops and buckets, face masks (elevator and supply closet).

Hardware: Wet vacuum, carpet extractor, fans, vacuum are in the utility closet and elevator room on the lower level. Fire extinguishers are throughout the library.

In case of a Flood:

1. Identify the source of the flood. Try to stop the flooding. Shut off small water valves by sinks toilets. The main water valve is in the closed of the technical processing room.
2. Contact appropriate vendors for assistance (plumber, restoration specialists, etc.)
3. Move wet materials to a dry area. Air dry materials by setting up fans and turn the items every 30 minutes.
4. Let books dry by themselves. Don't squeeze books, etc.
5. Plastic sheeting/tarps are stored in the basement storage closet. Use as necessary.
6. Be sure to dry shelves before returning materials.
7. Open doors, set up fans, increase air conditioning to a temperature below 70 and help decrease humidity.
8. Take steps to prevent mold.
9. Materials that are not salvageable should be discarded.

If there is a Fire:

If the fire alarm sounds, get everyone out. People are the priority; items can be replaced. The main fire panel is located in the computer server room on the lower level. At both entries are small fire and burglar alarm reset panels.

Alarm monitoring: Briscoe Alarms monitors our fire and theft systems. They will refer an alarm to the police or fire department. The code word and phone number are at the circulation desk and shared with each staff member via google drive.

The fire evacuation meeting place is behind the library, to the east, on the sidewalk close to Grain and Body Tech.

If there is a Gas leak:

Get everyone out of the building. The main gas valves are in the utility room across from the elevator closet. This is also where main circuit breakers and HVAC units are located. Emergency phone numbers are behind the circulation desk and employees' google drive.

Actions that can be taken with advance notice:

Lift all bottom shelf books to higher shelves, tape across vulnerable windows to prevent shattering, lift computers off the floor, power down all PCs, printers, etc., cancel affected programs/meeting room reservations, phone chain to staff.

If the electricity goes out:

Close the library, call PSEG to report an outage.

In case of an Active Shooter:

Periodic training to address an active shooter will be available for employees.

In the event of an active shooter, your number one priority is to get as far away as possible. If you are unable to flee, hide. As a last resort, throw something, anything at the person threatening you. This may provide enough distraction to flee