

Waterloo Library and Historical Society 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 Executive 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. Items on the disaster inspection list shall be reviewed and inspected as scheduled. 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.
3. Library director will notify building committee and/board president.
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/boiler is to be inspected every two years by insurance company.
7. Map clearly defined evacuation routes and post in public areas.
8. Larger cleanups will be done at the direction of library director/building committee.
9. Disposable of special recyclable materials and materials for village cleanup will be done by library employees and volunteers.
10. Food will be kept in secure containers in the cupboard and refrigerator.
11. Donated items will be inspected as quickly as possible to prevent contamination of building with mold, mildew, or insects.
12. Exterior maintenance will be done on a frequent basis.
13. Maintain computer hardware inventory sheets for all computers.
14. Backups of computerized circulation data will be kept off site in safe deposit box
15. Director will create a list of consultants and conservators who can deal with the damaged format. Obtaining expert advice right at the beginning of a recovery effort can prevent mistakes and save valuable time
16. The executive director will maintain a list of emergency numbers and contact vendors for insurance, building repairs, and supplies.

(SEE DISASTER PLAN FOLDER FOR VARIOUS FORMS USED IN THIS PLAN)

Response

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

Contact preference (phone #'s are listed at front desk):

Executive Director

Library Director

President, Board of Trustees

Vice Pres. (if President unavailable)

Emergency numbers

Police, fire department, ambulance – 911 – Seneca Count dispatch

Phone company – Finger Lakes Technologies 1-800-653-6124

Water & Sewer – 315-220-3150

Insurance company – Philadelphia Insurance Company – **1-877-438-7459**

Electrician – Caratozzolo 1-315-568-6139

Plumbing – Jay Koopman and Sons 1-315-539-5233

NYSEG - **1.800.572.1111**

Preservation consultants – Finger Lakes Library System – 1-800-909-3557

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** – **Seneca County dispatch**. Immediately evacuate the building. When the fire alarm is

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sounded staff will calmly and quickly evacuate building, converging at the Episcopal Church Parking Lot.

If fire, flooding or water damage has occurred:

1. 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 advising the executive director/building committee and of the situation and any danger to life has passed and 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 executive director. Follow their instructions to see if power can easily be restored. If not, evacuate the building and call the utility company, NYSEG.

3. If **vandalism** has occurred **DO NOT TOUCH ANYTHING** until directed to do by authorities. **CALL THE POLICE.** After advising the executive director, library director or board president, visually scan area and document what you can see.

4. If there is a **bomb threat**, **IMMEDIATELY EVACUATE THE BUILDING, CALL THE POLICE**, and immediately notify the executive director. An Incident Report Form should be filled out