

LIMA PUBLIC LIBRARY

DISASTER PLAN – PREVENTION, RESPONSE, AND PROCEDURES

Introduction

This plan will aid in the successful resolution and recovery in the aftermath of a disaster with no loss of life if the occurrence takes place during library hours. Such disasters include fire, water or wind damage, vandalism, bomb threat, or bug infestation. It is hoped that prior planning and quick implementation of this plan will limit damage to the library's collection, equipment, and the building. The library director and disaster response person will regularly update the plan. The library director, library staff, and disaster response person are responsible for responding to any disaster occurring in the library.

Prevention

1. "911" is known by all staff as the emergency number to be called using any phone in the building. Use 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 emergency evacuation procedures.
3. All staff should notify library director of any potential building hazards or needed repairs, or anything out of the ordinary either inside or outside the building. Library director will then notify building committee and/or the town supervisor.
4. Post the locations of water, gas, and electric turn-off points near staff information area.
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 (2) years by insurance company.
7. All exits and traffic areas will be kept clear of clutter in case of emergency evacuation. Map clearly defined evacuation routes and post in public areas.
8. Assembled emergency supplies list shall be reviewed yearly and supplies restocked if used or outdated. A supply of garbage bags, plastic gloves, paper towels, and other cleaning supplies will be stocked for small cleanup jobs. Larger cleanups will be done at the direction of library director/building committee.

9. Trash and recyclable materials will be set-out weekly for pickup as contracted by village. Disposal of special recyclable materials and materials for village cleanup will be done by the building committee.
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. Interior of computer equipment should be inspected and cleaned every year. Exterior maintenance will be done on a frequent basis.
13. Maintain computer hardware inventory sheets for all computers.
14. Review and update various checklists attached to disaster plan on a frequent, regular basis.
15. Backups of financial data and policies will be kept off-site at the library director's home. Backups of computerized circulation data will be kept off-site at appointed staff residence.
16. The library director will create a list of consultants and conservators who can deal with the emergency. Obtaining expert advice at the beginning of a recovery effort can prevent mistakes and save valuable time.
17. The library director will maintain a list of emergency numbers and will contact vendors for insurance, building repairs, and supplies.

Response

In the event of an emergency or disaster, the first person to observe the event should immediately dial "911" if appropriate and contact the library director or disaster response person. The president and vice president of the library board of trustees and the town supervisor should also be contacted. Phone numbers are posted on the bulletin board in the main office of the library.

Trustee	Ken Schreib	(w) 582-1117 (h) 582-2299
Trustee	Pradeep Jangbari	624-2717
Town Supervisor	Peter Yendell	582-1130

Emergency numbers: (some numbers are subject to change)

Police, Fire Department, Ambulance	911 – Livingston Dispatch
Phone Company	Frontier 777-1611
Water & Sewer	Water Works 582-1061
Insurance Company	Steele Insurance Agency 924-7460
Electrician	Michael Falk 624-2508
Plumbing	Nu-Way Home & Pool 226-2212
Gas & Electric Company	Niagara Mohawk 800-867-5222
Preservation Consultants	Pioneer Library System 800-441-5564

Procedures

1. Fire

If a fire is small enough to be easily and quickly contained, use one of the extinguishers in your immediate area. If the fire cannot be easily contained, call **911-Livingston Dispatch** and immediately evacuate the building, converging at predetermined location. Using your discretion, depending on extent of fire, it may be safer to evacuate the building first, and call 911 on a cell phone **outside** of the building.

2. Fire, flooding, or water damage

DO NOT ENTER AN AREA THAT IS FLOODED UNTIL MAINTENANCE AND SERVICE ELECTRICIANS HAVE DISCONNECTED THE ELECTRICITY.

Turn off electricity, gas, or water if necessary. Determine if professionals such as plumbers, electricians, conservator, etc., should be called. After advising the library director/building committee and town supervisor of the situation, and any danger to life has passed, and building has been declared safe, staff will implement such cleanup measures as is possible in order to salvage library materials unless there is a physical hazard to safety.

In the 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. If the power is out, arrange for electric generators to run lights, fans, and dehumidifiers.

DO NOT TURN UP THE HEAT.

This will prevent mold and mildew damage as much as possible.

3. Power outage or blackout

Emergency lighting will engage. Determine if there is power to the rest of the building. Contact Niagara Mohawk and follow instructions.

4. Vandalism

DO NOT TOUCH ANYTHING. CALL 911.

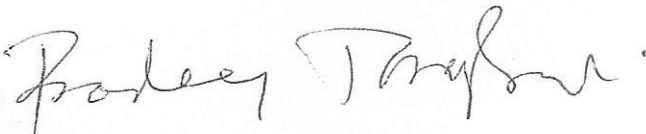
After advising the library director or town supervisor, visually scan the area and document what you can see.

5. Bomb threat

CALL 911. IMMEDIATELY EVACUATE THE BUILDING.

Notify the library director and town supervisor. Bomb Threat Report Form should be completed while staff is on the phone with the caller (if possible).

Adopted by:



Lima Public Library Board of Trustees

Date: May 11, 2005