**Middlesex Public Library Disaster Preparedness Plan**

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**Library Director: Beth Garlock**

**Office Phone:** 585-554-6945 ext7

**Secondary Library Phone:** 585-554-3607 ext7

**Library Cell Phone:** 680 895-2609

**Library Assistant: (NONE as of 10/19/24) Note:** once an assistant is hired, if the director is not with the assistantat the time of crisis, the evacuation and relocation duties will be carried out by the assistant. ALSO, the assistant will be appointed as a second crisis team member.

**Office Phone:** 585-554-6945 ext. 7

**Home Phone:** N/A

**Cell Phone:** N/A

**Director will ensure the following:**

* Ensures the disaster plan is updated annually or as needed
* Works with county and library disaster teams to ensure the highest level of safety/security
* Maintains current lists of contacts

**DUTIES DURING AND AFTER A DISASTER, The Library Director:**

* Maintains direct communication with Town of Middlesex Supervisor, STLS, school district, and the library board president
* Notifies the **disaster team members** of imminent danger (begins the telephone chain process)
* Establishes a command center
* Ensures **methods of communication both inside and outside** the library
* Delegates duties
* Prepares compensation plan for employees involved in the recovery, if applicable
* Assesses and records damage with other **disaster team members**
* Determines if a mold assessment of the affected collections is necessary
* Receives reports from disaster team members
* Prepares a post-disaster report
* Works with facilities and accounting on the restoration of the library
* Advises auditors and insurance agents on the extent of the damage
* Authorizes payment for supplies and services needed

**Library Crisis Team member:** Beth Garlock **Library Director**

**Library Cell Phone:** 680-895-2609

**Library Crisis Team Member: Library assistant; *not yet hired***

**Library Crisis Team member:** Dave Adam **Town of Middlesex Supervisor**

**Office Phone:** 585-554-3607/585-554-6945 ext. 7

**Cell phone:** 315-694-2392

**IT/Technical/Computer Help:** **STLS IT Specialist** – Pat **Office Phone:** 607-962-3141 ext. 5228

**IT/Tech/Computer help for Town of Middlesex**: **SCT-Penn Yan**: 315 694-7399

**REGULAR DUTIES**

* Secures and re-establishes computer network and systems
* 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)
* Works with accountants in replacement of destroyed equipment
* Maintains an inventory of the library collections (primarily using the OPAC)
* Works to recover library computer files

**EMERGENCY CONTACTS**

**Police Department:** 911
**Fire Department**: 585-554-3434

**Ambulance:** 911

**Town of Middlesex Supervisor:** Dave Adam (10/19/24) 585-554-3607/6945 ext 1

**Cell Phone: (Dave A.) 315-694-2392 Email:** supervisor@middlesexny.org

**SECURITY AGENCIES CONTACTS:**

**County Security:** Yates County Sherriff – 315-536-4438

**State Security Agencies**: NY State Police - 911

# LIBRARY CLOSURE PROCEDURES:

**CLOSING OF THE LIBRARY**

Closing the library means notifying public/patrons, staff, as well as the Town of Middlesex supervisor that the library will be closed for business on a certain day/days.

Procedures are as follows:

* The Director will notify staff that the library will be closed or that reporting times have been changed.
* The Director/Assistant Director will post notifications on website/Facebook and also post on Library building.
* The Director/assistant director will change voice mail message on library phone.
* In severe cases: all staff, board members, and the town supervisor should monitor local radio and television stations for announcements.

###### EARLY CLOSING

Early closing refers to releasing patrons and staff prior to normal closing times.

-Director/assistant director will post closing on library building

-Give notification on social media

# EMERGENCY EVACUATION PROCEDURES:

**EVACUATION**

Evacuation is the removal of all patrons 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 will be issued by the Director or anyone else in charge of the library facility at the time.
* Evacuate staff/patrons to primary safe area.
* Remain calm and keep staff and patrons as calm as possible.
* Close all doors behind you. **DO NOT LOCK DOORS**.
* All persons will remain in a safe area until receiving verbal notification from onsite administrators to return to the facility.
* The Director/Assistant Director will put an appropriate message on library webpage, if necessary.
* In the event of an extended evacuation the Director and/or Assistant Director will notify staff and media.

**RELOCATION**

Relocation is similar to evacuation in that it is the process of evacuating all persons from the library

building. This could happen as a means of allowing authorities 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 where staff and library patrons will be moved.
* Moving procedures are the same as for evacuation.
* If a relocation/evacuation is to take place with patrons present **TAKE the First AID KIT**

**FIRST AID KIT SUPPLY CHECKLIST**

* Adhesive Bandages
* Alcohol Wipes
* Burn Cream
* Instant Cold Packs
* Latex Gloves
* Neosporin
* Roll Gauze
* Roll of Medical Tape
* 2 X 2 Sterile Pads
* 4 X 4 Sterile Pads

**EMERGENCY SYSTEMS**

1. **Fire Extinguisher is located next to the patron computer**
2. **First AID kit is located in the Second drawer of the Black filing cabinet in library office**

**INSURANCE/LEGAL CONTACTS: Covered under The Town of Middlesex Ins. Policy**

**EMPLOYEE/Library Board PHONE TREE – PRINT AND KEEP WITH YOU**

1. **Beth Garlock Library: 585-554-3607ext 7 , Lib Cell: 680-895-2609** **, email:** **librarian@middlesexny.org**
2. **Rebecca Parshall: Board President H 585-554-4683 Cell: 585-943-1218, email:****rwparshall@frontiernet.net**
3. **Joey Aaron: Board Secretary 585-315-8783**
4. **Bonnie Olswold: Board member 585-554-6638**
5. **Win Harper: Board Member 585-397-4340**
6. **Dawn Kane: Board Member 585-554-5495 ext 2**

**\*David Adam (Town Supervisor) Town: 585-554-3607 ext 1 Cell: 315-694-2392,**

 **email:** **supervisor@middlesexny.org**

**Approved by Library Board 11/7/24**