**Town of Gainesville Public Library, Silver Springs, New York**

**DISASTER PLAN**

This plan will aid in the successful resolution and recovery in dealing with the aftermath of a disaster, be it fire, water, wind damage, vandalism, bomb threat, or bug infestation. It is hoped that prior planning and quick implementation of this plan will limit the damage to the collection, equipment, and the building. The Director and the President of the Board of Trustees {“the Board”} will regularly review and update the plan. The library Director, Board President, and Town Supervisor are responsible for responding to any disaster that occurs in the Town of Gainesville Public Library {“the Library”}.

**RESPONSE TO EMERGENCY**

* 911 is known by all the staff as the emergency number to be used in house if it is safe to do so, otherwise evacuate and call from outside.
* The EXIT signs and PULL IN EMERGENCY box shall at all times be kept visible and not blocked in any way, staff will observe that this rule is followed.
* Address the emergency or imminent danger to the Library staff, facility, materials, and equipment.
* The Library will maintain an inventory of equipment, materials, and items in storage or on display. Photos will be taken for identification purposes.
* The inventory plus the use of fire extinguishers, locations of water, electric, and gas turn off points will be reviewed annually by the Director and staff.
* The Director and Town Supervisor will implement plans for the start of recovery on the way to returning to full service.

**STARTING RECOVERY FROM DISASTER**

The Library Director and Town Supervisor will have contacted the authorities, {insurance, building inspector, PLS, others} to access the extent of damage and any existing danger to staff, the community, facility, materials and equipment before proceeding to clean-up and recovery.

* Notify appropriate personnel of the situation.
* Complete incident report with as much witness detail as possible.

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* Take inventory of the facility, materials, items, equipment.
* Take pictures of the facility, materials, items, and equipment.
* Record the sequence or timeline of events before, during and after the event. Record the recovery operation to consider revisions in future plans.

**PREPARE FOR RECOVERY**

* If fire, flooding or water damage has occurred determine if professionals need to be called to help, such plumbers, electricians, conservators etc. DO NOT ENTER AN AREA THAT IS FLOODED UNTIL AN ELECTRICIAN HAS DISCONNECTED THE ELECTRICITY. When any danger to life has passed and the library area has been declared safe, the library 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 if the air is cool and dry, but not freezing. If electricity is functional, use fans to expel humid air from the building or use the air conditioner. 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.
* Determine which steps will be taken for the recovery operation.
* Determine a command post or temporary work site if the Library building is not accessible to assess the situation and damage.
* Use experts to determine if the building should be closed to public use {fire marshal, building code enforcement officer}.
* If there is physical damage, decide what can be salvaged and what will be discarded based on type of disaster.
* Draft a press release or statement to the public; keep the message transparent and consistent.
* Communicate across all channels, including traditional news press {print, radio and TV}, social media, and Library website {remotely if necessary}.

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**RESCUE AND RECOVERY**

* Gather supplies and set up a work area.
* Establish a record keeping method for materials, items and equipment. Compare current item to inventory, list save or toss decision.
* Carry out follow-up inspections of affected materials; shelve, save, discard.
* Provide information to public of current status in recovery process.
* Make the decision to return to normal or to gradually ease back to normal.
* Evaluate response procedures and revise the disaster response where needed. Consider presenting a workshop with an open discussion so others may benefit from our experience.

Adopted by the Board of Trustees: November 28, 2022

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