



Emma S. Clark Memorial Library
120 Main Street
Setauket, NY 11733-2868
631.941.4080
www.emmaclark.org

"The Heart of the Three Village Community"

EMMA S. CLARK MEMORIAL LIBRARY

DISASTER RESPONSE PLAN



LAST UPDATED: 10/20/2021

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ESSENTIAL TEAM MEMBERS AND DUTIES

Director: Ted Gutmann

Office Phone: 631-941-4080 ext. 112

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

DUTIES DURING AND AFTER A DISASTER

- Maintains direct communication with county libraries, school district and library administrators, and library board
- Notifies the staff 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
- Prepares a post-disaster report
- Works with facilities and accounting on the restoration of the Library
- Advises auditor and insurance agents on extent of the damage
- Authorizes payment for supplies and services needed

Collections Manager: Ruth Crane, Head of Technical Services

Office Phone: 631-941-4080 ext. 122

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

DURING AND AFTER A DISASTER

- Supervises the staff and volunteers during collection recovery efforts
- Assesses damage to the collections
- Advises director on the extent of the damage to the collections
- Locates specific priority collections to be saved or recovered first
- Determines which items can be recovered in-house and which need to be sent out for recovery
- Determines which parts of the damaged collection are not worth recovery efforts
- Advises director on the need of a recovery company if collections need to be dried
- Maintains contact with recovery company until the materials are returned
- Supervises in-house cleaning and drying
- Supervises the processing of all damaged materials
- Trains staff and volunteers
- Prepares a written report of the recovery and/or relocation activities
- Contacts recovery vendors and services

Business Manager: Fran Kane

Office Phone: 631-941-4080 ext. 111

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

DURING AND AFTER DISASTER

- Tracks and coordinates expenditures
- Acts as financial liaison with FEMA, if appropriate
- Updates the inventory of library possessions as damaged items are discarded
- Maintains a list of possessions sent out for refurbishing, if applicable
- Submits insurance claims

Human Resources and Payroll Manager: Tara Salanitri

Office Phone: 631-941-4080 ext. 113

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

DURING AND AFTER A DISASTER

- Ensures that payroll continues (if applicable)
- Ensures that employee health coverage (where applicable) remains in effect
- Assists any employee injured in the disaster or during recovery with workman's compensation or insurance claims

Manager of Technology Systems and Services: Bob Johnson

Office Phone: 631-941-4080 ext. 132

Home Phone: [REDACTED]

Cell Phone: 6 [REDACTED]

DURING AND AFTER A DISASTER

- Secures and reestablishes computer network and systems
- Reestablishes telephone connections
- 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 accountant in replacement of destroyed equipment
- Maintains an inventory of the library equipment
- Works to recover library computer files

Marketing Communications Manager: Lisa DeVerna

Office Phone: 631-941-4080 ext. 107

Home Phone: 6 [REDACTED]

Cell Phone: [REDACTED]

DURING AND AFTER DISASTER

- Keeps the director and library staff informed of latest news from outside the library
- Acts as the conduit for public information on the disaster
- Contacts media with library-related announcements, including library closure and reopening
- Photographs the damage to the collections and library contents, as well as damage to the building, if appropriate
- Maintains a photographic record of recovery efforts

Facilities Manager: Jim Krause

Office Phone: 631-941-4080 ext. 117

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

DURING AND AFTER DISASTER

- Maintains communication with local fire district, school district and library director
- Works with outside agencies to ensure the safety of the building, including reentry following the disaster
- Maintains internal library security
- Maintains security of all exterior doors
- With public safety officers and administrators determines when the building is safe for reentry
- Works with outside agencies to ensure the safety of the building, including reentry following the disaster
- Maintains internal library security
- Maintains security of all exterior doors
- Keeps first aid supply stocked
- Begins salvage operations after the building is deemed safe by facilities management or local safety officials
- Oversees overall management of recovery and salvage operations for facilities
- Identifies storage space for priority recovery list items

EMERGENCY CONTACTS

Police Department: 911 (Suffolk County, 6th Precinct)

Fire Department: 631-941-4441 (Setauket Fire Department)

Ambulance: 911

FEMA Regional Ctr: 800-621-3362

Janitorial Service: 631-422-0182 (DeLuca Cleaning)

Locksmith: 631-928-0222 (Brookhaven Locksmith)

Gas Company: 1-800-490-0045 (National Grid)

Electric Company: 1-800-490-0075 (PSEGLI)

Water Utility: 631-698-9500 (Suffolk County Water Authority)

SECURITY AGENCIES CONTACTS

City/County Security: Suffolk County Police
6th Precinct 631-852-COPS
Suffolk County Emergency 631-852-4900
Suffolk County Red Cross 631-924-6700

State Security Agencies: State Police 631-756-3300
Troop Headquarters
7140 Republic Airport
Farmingdale, NY 11735-1597

Federal Security Agencies: Federal Bureau of Investigation 211-384-1000

LIBRARY CLOSURE PROCEDURES

CLOSING OF THE LIBRARY

Closing the library means notifying public and staff, that the library will not be open on a specific day. A variation of this option is to notify public and personnel that reporting times for a specific day have been changed. This option is available whenever library buildings are unoccupied and the time of day allows sufficient time for notifications. Procedures are as follows:

- The Director will notify staff that the library will be closed or that reporting times have been changed.
- The Marketing Communications Manager will contact local media.
- The Circulation Supervisor will change voice message on library phones
- The Director will post closing on SCLS Emergency Notification Page
- The Director or Manager of Computer Systems and Services will generate a "Dial-my-Calls" message to staff
- All staff should check their email and phone/text for Dial-my-call messages and/or Library website
- The Marketing Communications Manager will put appropriate message on the library Web page and social media.

EARLY CLOSING

Early closing refers to releasing public and staff prior to normal closing times. This option assumes there is a need to clear buildings while the library is open. Early closing should be used only when it is safe to do so. Public and staff should not be released if they will be exposed to more danger by leaving library facilities than they would if they remained under the library's control. Procedures are as follows:

- The Director will notify on-site direct-reports and that the building will close early. Supervisors will notify staff scheduled for later in the day.
- The Director will put appropriate announcement on the SCLS Emergency Notification Page.

- The Circulation Supervisor will put appropriate message on phone system.
- The Marketing Communications Manager will put appropriate message on library Web page and social media.
- The Director or Manager of Computer Systems and Services will generate a "Dial-my-Calls" message to staff
- All staff should check their email and phone/text for messages from Dial-my-Calls and/or Library website

EMERGENCY EVACUATION PROCEDURES

Emma S. Clark Memorial Library Emergency Evacuation Plan

All employees need to be familiar with the recommended procedures for evacuating the library; the location of fire extinguishers, fire exits and fire alarms. The operation of the main entrance inner and outer electric doors and the telephone intercom announcing system should also be familiar.

There are many reasons to evacuate the building, including fire, bomb threat, gas leak and so on. It would be difficult to choreograph every emergency situation. Prudent judgment and a swift decision to evacuate the building is recommended in any developing emergency. More information about specific types of emergencies follows.

=====

FIRE 631-941-4441 POLICE 911

Please follow these steps to ensure the safe and prompt evacuation of patrons and employees.

1. When the alarm goes off, the senior librarian at the adult reference desk should immediately pick up one of the emergency radios (making sure it is turned on and set to channel 1), the fire alarm key, and the Emergency Response Guidelines binder then proceed to the central alarm box to identify the problem. This librarian becomes the librarian in charge and should remain at the front entrance (as long as it is safe to do so) until receiving reports that all areas have been cleared or until relieved of responsibility by a more senior staff member or the arrival of the fire department.
2. If there is a fire or emergency situation and smoke or heat detectors have not triggered the audible alarms or visible strobe alarms, the librarian in charge should pull the nearest alarm box. This will then activate the audible alarm, instructing all occupants of the building to evacuate the area. There is a pull box located at the entrance to the lobby and other locations indicated on the attached floor plan.
3. The designated circulation clerk will call the fire department at 631-941-4441 or the police, whichever is appropriate, and notify the Director (extension 112 or cell [REDACTED]).
4. If it turns out to be a false alarm or is quickly brought under control, the fire department and central alarm company ([REDACTED]) should be called immediately to cancel the response. If you don't know the password, contact reference. Also, notify the staff at the circulation desk immediately in case the fire department calls us to obtain information.
5. Upon hearing the alarm, a department supervisor or staff member within each department will assume the responsibility of picking up and turning on an emergency radio, checking in by radio with the reference librarian in charge and then checking and clearing their assigned areas on the attached Emergency Evacuation Check Off List. All staff

members should report to the department member in charge to assist with evacuating patrons from the areas listed on their evacuation check list. Please be sure to check off each area as it is checked and cleared. Also, make note of any areas that could not be accessed or that were not cleared and why.

6. Once all areas on any check list have been checked and cleared, the department manager or designated staff member in charge of that department/team should:

- direct all employees on that team to evacuate the building and assemble on the front lawn under the large maple trees near the brick walkway,
- use the radio to report that the area has been cleared and all staff members in that area are now leaving the building
- repeat this radio report as often as necessary until it is acknowledged by reference librarian in charge (at the central alarm box),
- join, and account for, other staff waiting on the front lawn near the brick walkway.

7. Once all five teams have reported that their assigned areas have been checked and cleared (or if/when conditions in the lobby become unsafe), the librarian in charge should join the other staff on the front lawn under the large maple trees near the brick walkway.

8. Instructions for resetting/silencing the fire alarm system panel follow, later in this document.

**Emergency Evacuation
Check Off List**

Circulation Dept.

_____ Call Fire Department, 631-941-4441 (Use radio to alert staff that call has been made)

- | | |
|--|------------------------|
| _____ Inner and Outer Main entrance doors opened; power shut off | |
| _____ Circulation Office | _____ Elevator |
| _____ Community Room Stairwell | _____ 1st Floor Stacks |
| _____ Community Room Restroom/Closets | _____ Computer Office |
| _____ Community Room | _____ Mezzanine Stacks |

_____ Notify Librarian at Main Alarm upon completion of checklist

Reference Dept. – Main Level

- | | |
|----------------------------|--------------------------------------|
| _____ Delaney Room | _____ Magazine reading room |
| _____ 14-Day Shelving Area | _____ Administrative Offices |
| _____ Quiet Study Room | _____ 2nd Floor above Admin. Offices |
| _____ Main Reading Room | _____ Unisex bathroom |
| _____ Secretary's Office | _____ Video Stacks |

_____ Notify Librarian at Main Alarm upon completion of checklist

Children's Dept.

- | | |
|-----------------------------|------------------------------------|
| _____ Main Children's room | _____ Children's Department Office |
| _____ Children's Bathroom | _____ Children's Program Room |
| _____ All Children's Stacks | _____ Children's Department Closet |

_____ Notify Librarian at Main Alarm upon completion of checklist

Reference Dept. - Lower Level

- | | |
|--|--|
| _____ PR/Community Outreach Office | _____ Technology Center |
| _____ Public Bathrooms | _____ Teen Room |
| _____ Historical Society (including boiler room) | _____ Tutoring Room |
| _____ Board Room | _____ Fiction Stacks |
| _____ CD/ Public PC area | _____ Tech Services areas (if not staffed) |

_____ Notify Librarian at Main Alarm upon completion of checklist

Tech Services _____ (when staffed) *If not staffed-add to Lower Level checklist

- _____ Send Assistance to staff clearing Lower Level Reference Area
_____ Maintenance Office

___ Staff Rest Rooms

___ Staff Lounge

___ **Notify Librarian at Main Alarm upon completion of checklist**

END OF EMERGENCY EVACUATION CHECK OFF LIST

INSTRUCTIONS FOR RESETTING/SILENCING FIRE ALARM PANEL

The fire alarm system is addressable, which means it identifies where an alarm is originating on its display screen. The fire alarm system is connected to:

- Smoke Detectors
- Manual Pull Stations
- Sprinklers
- Mechanical Problems (this kind of emergency might not be visible to us)

It has a voice evacuation system which makes a recorded announcement to evacuate the building. This is what will happen in the event of an alarm:

- Automated voice and alarm sound
- Fire doors close
- Fans stop running
- Strobe lights flash
- Fire Department is contacted. The law requires this notification. We cannot prevent the fire department from responding.

Before exiting the building, someone must read the display screen on the fire alarm panel in the lobby and give this information to the fire department when they arrive. This information should include the reason and location of the alarm.

If something harms the alarm system (i.e. a wire is cut or a sprinkler is turned off) a "supervisory alarm" will sound. It is a beeping noise in the panel. This is called a "trouble condition". Central Station will phone the library in the event of a supervisory alarm.

Manipulating the Alarm System

Silencing the noise:

- Pressing the "Alarm Silence" button on the panel will stop the audible part of the alarm except for the beeping.
- Pressing the "Local Silence" button on the panel will silence the beeping.

Resetting the system after a false alarm **ONLY AFTER THE FIRE DEPT. HAS RESPONDED:**

1. Press "Reset" button
2. Press "Fan Restart Release" button. Wait for fans to start again.
3. Press "Fan Restart Release" button again.

Resetting a pull alarm box:

1. Use key to unlock pull-down box. It will fall open.
2. Pull switch down.
3. Close box, making sure little doors close properly and lock.

Using the microphone:

Microphone can be used to page entire building but should only be used in an emergency:

1. Press "Page to Evac." Button (to access all parts of building).

2. Lift microphone and press button on the microphone to speak. (Use "drill" button to page without an alarm.)

End of Instructions for Resetting/Silencing Fire Alarm Panel

RELOCATION

Relocation is very similar to evacuation in that it is the process of vacating library facilities. It could occur during an incident that does not directly threaten the library where public safety authorities wish 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 to where staff will be moved.

COMMUNICATION EQUIPMENT CHECKLIST

In-house Requirements

- Public address system available through phone system
- Two way radios located at Reference Desk(s) and offices

DISASTER SUPPLIES CHECKLIST FOR IMMEDIATE RESPONSE

The building has the following supplies.

- Flashlights
- Mops
- Disposable nitrile gloves
- Disposable Masks
- Plastic Sheeting
- Batteries (replace semi-annually stored outside of flashlight)
- Plastic trash bags to fit can
- Buckets
- Duct Tape
- Scissors
- Lysol and disinfectants

- Paper Towels
- Alcohol-based hand cleaner

ALARMS CODES AND KEYS

All full time employees and part time employees have their own codes.

- **Alarm Pads**

1. [REDACTED]

- **Staff Keys**

1. [REDACTED]
[REDACTED]

AED

An AED device is located by the Circulation Desk on the Main Level of the Library. Selected staff are trained on an annual or bi-annual basis in the use of the device. A list of trained staff is located in the binder next to the AED device.

EMERGENCY EVACUATION CHAIR

An emergency evacuation chair is located on the mezzanine level of the Library near the elevator and can be used to bring limited-mobility individuals down the stairs in the event of emergency when the elevator cannot or should not be used.

TRAUMA KITS

Trauma kit contents:

1 - Individual Bleeding Control Kit (PN: ZZ-0737)

Contains the following:

1x C-A-T tourniquet

1x 6" Responder ETD trauma dressing

1x Combat gauze LE hemostatic

1x Responder compressed gauze

1x HyFin Vent compact, Twin pack

2pr Responder nitrile gloves, Lg
1x Responder trauma shears, Lg
1x NAR Survival blanket
1x Permanent marker
1x Just in time instruction card

1 - Bleeding Control Kit

Contains the following:

1x SWAT-T Stretch wrap and tourniquet
1x Permanent marker
1x 7" Stainless steel bandage shears
2 pr. Nitrile gloves
1x Bandage wrap
1x 5" x 9" Trauma pad

2 - 2" x 5" Self-adhesive wrap bandage
1 - 54" x 80" Emergency blanket
1 - 24" C Splint 24
2 pr. Nitrile gloves
1 - 40" x 40" x 56" Triangular bandage
1 - QuikClot Trauma pack
2 - 5" x 9" Instant cold pack

Locations (5) Total: Main level: IT Services Office, Circulation Services Office, Children's Services Office, Lower level: Reference Services Office, Maintenance Office

Note: All bags have been installed using the same type of high-visibility hangers.

FIRST AID KITS

First Aid kit contents:

Alcohol prep pads 100/bx
Antiseptic Spray
Blood Clotting Spray

Waterproof Adhesive Tape
First Aid Cream 12 pkts
Plastic Strips 1" x 3" 100/bx
Cloth Fingertip 40/bx
Cloth Knuckle 40/bx
Cloth Junior Strips 50/bx
Cloth Large Patch 25/bx
Tweezer,plastic 2 ct
Scissor 1
Eye Pads 3 ct
Triple Hydrocortisone Cream 12/pkts
Antibiotic Ointment-12 pkts
First Aid Cream 12 pkts
CPR face shield
Eye Wash 4 oz Bottle
Eye Cups 6/pk
Extra absorbent large pad
Non adherent pad
Conforming stretch Gauze Bandages
Oval eye pad
Sterile Gauze pad
5"x9" Instant Ice Pack (6)

Locations (4) Total: Main level: Circulation Services Desk, Children's Services Desk,
Reference Services Desk
Lower level: Lower Level Reference Services Desk

NEAREST EVACUATION SHELTER

- Setauket Fire Department

INSURANCE/LEGAL CONTACTS

Company: Utica National Insurance Group 516-479-5000

Agent: Joseph Price [REDACTED]

Legal Advisor: Kevin Seaman, Esq. [REDACTED]