



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: 11/19/2024

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ESSENTIAL TEAM MEMBERS AND DUTIES

Director: Ted Gutmann

Office Phone: 631-941-4080 ext. 112



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 Colin Kasprowicz, Head of Technical Services

Office Phone: 631-941-4080 ext. 122

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

[REDACTED]

[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: N/A



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



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

[REDACTED]

[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



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)

Elevator Company (Kone) 1-877-276-8691

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. Evacuate the building quickly and calmly check your immediate surroundings if someone is in need of aid.

**FIRE 631-941-4441
POLICE 911**

**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

_____ Community Room Stairwell

_____ 1st Floor Stacks

_____ Mezzanine Stacks

_____ Notify Director at Main Alarm upon completion of checklist

Reference Dept. – Main Level

_____ Delaney Room

_____ Magazine reading room

_____ New Books Area

_____ Director's Offices

_____ Quiet Study Room

_____ 2nd Floor above Director's Offices

_____ Main Reading Room

_____ Unisex bathroom

_____ Payroll Office

_____ Cafe area/Terrace

_____ Notify Director 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 Director at Main Alarm upon completion of checklist

Reference Dept. - Lower Level

_____ PR/Community Outreach Office

_____ Public Bathrooms

_____ Historical Society (including boiler room)

_____ Tutoring Room

_____ Board Room

_____ Fiction Stacks

_____ CD/ Public PC area

_____ Tech Services areas (if not staffed)

Tech. Services (When not staffed, add to lower-level Checklist)

_____ Send Assistance to staff clearing Lower-Level Reference Area

_____ Maintenance Office

_____ Staff Rest Rooms

_____ Staff Lounge

_____ Notify Director at Main Alarm upon completion of checklist

Teen Dept.

___ Teen office (Storage areas)

___ Teen room

___ Technology Center

___ YA Stacks

___ Community room

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

END OF EMERGENCY EVACUATION CHECK OFF LIST

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
 - Channel 1 – All Staff
 - Channel 2 – Adult Pages
 - Channel 3 – Teen Pages

Each department radio should always remain on Channel 1 for all updates and communication.

1. Speak Clearly
2. Use plain language
3. Emergencies always take radio

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**

[REDACTED]

- **Staff Keys**

[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: [REDACTED]

Legal Advisor: [REDACTED]