

**Disaster, Fire Safety and Emergency Plan Policy**  
**Livingston Free Library**

1. Purpose

The purpose of this document is to define disasters as they apply to the library and delineate subsequent duties required of the Library Board, Director, staff and volunteers.

2. Definition

- A. A disaster may include, but not be limited to fires; floods; weather-related events; power outages; Town, County, State and Nationally declared states of emergency or declarations of disaster as the effect the Town and hamlet of Livingston, NY.
- B. Additionally, the Present of the Board of Trustees (hereafter referred to as President) or Director, after consultation with the President, may declare a disaster in the event of a fire; flood damage to the building by outside forces; power, water or heat loss; or loss of septic service as might apply to the library building.

3. Duration

- A. The duration of a disaster as defined in “2.A” above will be determined by consulting with appropriate government officials.
- B. The duration of a disaster as in defined in “2. B” above will be determined by the library board with input from appropriate tradesmen, fire officials and inspectors as necessary.

4. Procedure

- A. In the event of any of the disasters defined in Section “2. A” above occur at a time when the library is closed, the Director will be required to make notice on social media and local print media outlets that the library will be closed. Duration of the closure may be posted if the said duration is easily determined. If not, no notice of reopening will be posted until the disaster is declared over.
- B. In the event of any disaster defined in “2. A” above, the Director and or staff present will evacuate the library, secure the building and thereafter follow directions posted by government officials.
- C. In the event of any of the disasters defined in “2. B” above, the following will occur

## Fire

- a. In the event that the Director, staff, volunteer or patrons smell smoke, patrons will be evacuated. Staff or volunteers should make sure the bathroom is empty, then make a quick look to determine the source of the smoke. If the source of the smoke can be quickly determined and dealt with, as in unplugging a smoking appliance, the staff person should do so. In the event the source cannot be determined, the staff person should call 911, turn off as many electrical devices as possible, and evacuate the building.
- b. In the event of open flame, patrons should immediately be evacuated and 911 called. The bathroom should be checked, if possible, to ensure that no patron is in it. If the fire is small and relatively contained, as in a waste paper basket, if the staff person is confident enough, a fire extinguisher may be used in an attempt to control the fire. **Staff should be aware of that:**  
*There is no book, computer or file at the library that is worth injury or death. If a fire is too big to control with a fire extinguisher, the staff must evacuate the building. No attempt may be made to rescue anything.*
- c. The staff person present must attempt to contact the President and Director if either event described above occurs.

## Building Damage

In the event some portion of the building is damaged by weather or structural failure, the staff person present shall evacuate all patrons, check the bathroom, leave the building, check patrons for injuries and call 911. The staff member should also attempt to contact the President and the Director.

## Plumbing and Electrical Problems

- a. In the event of a power outage of more than 10 minutes duration, or if the power outage occurs during the hours of darkness, the staff member should use a flashlight to escort patrons out of the building and to their cars if necessary. The staff person should secure the building as usual and inform the President and the Director of the problem and the closure.
- b. In the event of an electrical problem not pertaining to a power outage, the staff member should turn off the electrical service at the junction box, evacuate the building and secure it. The President and the Director should be immediately informed.
- c. In the event of plumbing problems, the staff member should attempt to turn off the water, then call the Director and the President. Patrons should then be asked to conclude their visits. The building should then be secured. In the event water can not be turned off, the staff member should evacuate the patrons and call for assistance from the Director and the President.
- d. In the event of loss of septic service, the staff members should ask patrons to conclude their visits, call the Director and President and secure the building.

## Training

The Director shall be responsible for knowing the location of the fire extinguishers, water shut off and electrical box shut off. The Director will also be responsible for informing all staff and volunteers of the location and operation of these devices and conducting twice yearly checks of these devices and staff familiarity therewith.

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