



PETERSBURGH PUBLIC LIBRARY DISASTER PLAN

PURPOSE:

The purpose of this Plan is to provide simple, straight-forward guidelines to help employees of the Petersburgh Public Library, and the Board of Trustees to respond appropriately to a natural or human-induced disaster impacting the Library building and adjacent property, or affecting our employees and patrons.

POLICY:

First, all Library staff should maintain awareness of major weather events that may potentially impact the Library, our users, and themselves. The obvious examples are snowstorms and flooding, but other events that should be monitored include severe thunderstorms or tornado activity or both. In the event that severe or dangerous weather is forecast or present, Library staff should use their discretion and good judgment to decide whether to close the Library and to instruct patrons and other employees to seek shelter. In the case of the forecast of a tornado (i.e., a tornado warning issued for eastern Rensselaer County in the area from the Town of Hoosick south to the Town of Stephentown), Library personnel should suggest and advise that all patrons descend to the basement to seek protection in accordance with guidelines provided by the National Weather Service. All Library personnel shall do so.

Second, in the event of any fire, explosion, accident, or criminal activity occurring outside of the Library, Library personnel should immediately call 911 and report the incident and follow the instructions provided by emergency services personnel. If any fire, explosion or other type of serious accident occurs inside the Library, Library personnel should direct the orderly evacuation of the entire building, including all staff and volunteers. They should call 911 from the nearest available phone (e.g., the Town Hall, Post Office, or Town Highway Garage) and follow any instructions provided by emergency services personnel.

It is not possible to forecast and prepare for all contingencies that may constitute an emergency or a disaster. However, Library personnel are directed to place human safety above any concerns relating to the Library

building or its contents. Library personnel are also directed to notify appropriate emergency personnel as quickly as possible following the occurrence of an emergency, disaster, accident, or crime and to follow all subsequent instructions from authorized emergency responders.

APPROVED DATE:

ADOPTED DATE: August 6, 2014

REVISED DATE: December 5, 2018