

Easton Library
1074 State Route 40
Greenwich NY 12834

2021
DISASTER
PLAN
POLICY

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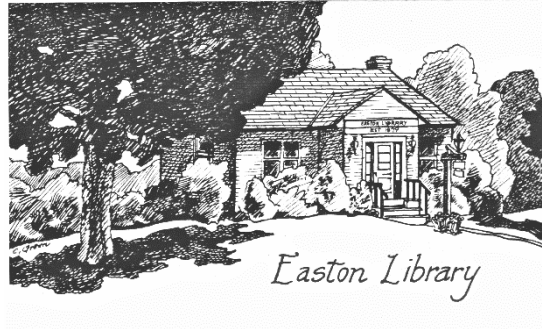
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DISASTER PLAN POLICY RECORD OF CHANGES

When changes are made to this plan, the following procedures will be followed:

1. The Easton Library will issue major changes on hard-copy pages. New pages and sections should be inserted as directed; old pages and sections should be removed and destroyed.
2. Plan holders will be notified of pen-and-ink changes by memorandum. These changes should be made directly upon existing pages.
3. When any change is made, the entry should be made in the following log:

Change Number	Date Entered	<i>Page(s) or Section(s) Changed</i>	Entered By



RESOLUTION

WHEREAS, emergency response to critical incidents that affect The Easton Library and surrounding community, whether natural or manmade, requires integrated professional management; and

WHEREAS, a unified command structure of such incident is recognized as the management model to maximize the public safety response and recovery model; and

WHEREAS, the National Incident Management System, herein referred to as NIMS, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions, agencies, educational and private institutions; and

WHEREAS, failure to adopt NIMS as the requisite emergency Management System may potentially preclude reimbursement to institutions or agencies for costs expended during and after a declared emergency or disaster, for training and preparation such disasters or emergencies and may potentially delay response and recovery efforts.

BE IT RESOLVED BY THE TRUSTEES OF THE EASTON LIBRARY

that it shall be and is the public policy of The Easton Library to adopt and use the NIMS concept of emergency planning and unified command. It shall further be and is the policy of The Easton Library to train any staff or recovery teams in NIMS/ICS structure or any other specialized operations that will support a role responsible for any emergency management or recovery operation that may affect the library.

Linda Borden
Board President

Policy Accepted: January 21, 2021

E
PLAN DISTRIBUTION LIST

Issue Number:	Distributed to:
1	Easton Library – Board President
2	Easton Library – Vice President
3	Easton Library – Secretary
4	Easton Library – Treasurer
5	Easton Library – Trustee responsible for building and ground
6	Easton Library – Director
7	Easton Library – Legal Advisor
8	Easton Library – Insurance Company
9	Town of Easton – Fire Chief
10	Town of Easton – Supervisor
11	Town of Easton – Highway Superintendent

THE EASTON LIBRARY DISASTER PLAN POLICY

PURPOSE AND SCOPE

Disasters can happen to all of us, in libraries large and small. Knowing what - and what not - to do before, during and after a disaster will prevent panic, lessen damage, and enable library staff to implement an organized recovery. The following guidelines are offered to assist library staff in the event of a disaster as well as the organization of salvage procedures for our library; they are tailored to fit our needs and idiosyncrasies.

The staff member in charge has standing instructions, in the event of an emergency situation, *to first protect library staff and patrons, and to then protect the collections and equipment*. People come first, library materials second.

GENERAL EMERGENCY RULES

- In all cases, common sense should be the deciding factor as to when and/or who should implement emergency procedures.
- Know the locations of exits from the Library.
- Know the location of alarms in the Library—and how and when to use them.
- Know the contents of the first aid and Shelter-in-Place kits and where they are stored.
- When the immediate danger has passed, a report of the incident should be made to the library director. A written report using the **Library Incident Report form** should also be made within a few days of the emergency.

EMERGENCY EQUIPMENT

The Library should have the following emergency equipment on hand:

- Flashlights
- AM/FM Battery-powered radio
- Extra batteries
- Portable fire extinguishers
- Basic first aid kit

The battery-powered radio will be kept in the librarian's closet. One flashlight will be by the upstairs telephone. Two flashlights will be kept downstairs (one in the meeting room & one in the juvenile book room). Extra batteries will be stored in a drawer at the circulation desk. The first aid kit is stored underneath the circulation desk. One fire extinguisher is on the wall by the upstairs entry door. The other fire extinguisher is on a pillar downstairs in the juvenile book room. Supplies should be checked every six months to make sure items are fully stocked and in good working order.

EMERGENCY PHONE NUMBERS

Emergency phone numbers for police, fire, and rescue squad should be posted at both telephones.

Greenwich-Cambridge Police Department: 911

Easton Fire and Rescue: 911

Easton-Greenwich Rescue Squad: 911

When phoning for help, be prepared to supply your name, location, phone number, nature of emergency, and type of assistance needed. Stay on the telephone until the dispatcher says it is no longer necessary.

DISASTER PREVENTION

Temperature and humidity, ideally, should be maintained at an average of 68 degrees. Cleaning and spraying for insects and rodents should be performed on a regular basis. Materials should be properly stored and protected from fire, dust, and light. Ultraviolet filters should be placed over fluorescent lights and on windows. Leaky pipes, frayed electrical wires, untended machinery, open windows, and structural damage can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash.

Machinery should be unplugged when not in use. Rules regarding food, beverages, and unauthorized access should be established and enforced. Security checks should be made at closing time to ensure that all exits and windows are locked, all appropriate equipment has been turned off, and no unauthorized persons are in the building.

Be aware of all hazards (situations that have the potential for causing damage) and correct them before they develop into disasters. Staff members should all be familiar with the layout of the building and possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be established and practiced regularly.

Sources and/or suppliers should be contacted on a regular basis to determine whether those supplies and services are still available and to remind them of their commitment to your needs and purpose. Keep in mind that in a large scale, major disaster, your sources may not be available because they have their own damages to deal with or because they are assisting someone else. It is recommended that you keep as many recovery materials as possible on-site.

DISASTER PLAN FORM

Name of Institution: Easton Library

Date of Completion or Update of this Form: TBD

In-House Emergency Team:

The Director will call the In-House Emergency Team members. The In-House Emergency Team members will call their respective staff. See below for descriptions.

<u>POSITION</u>	<u>NAME</u>	<u>PHONE NUMBER(S)</u>
Library Director	Jennifer DeCarlo	518-677-2939 (home) 518-538-2175 (cell)
Library Board President	Linda Borden	518-692-8085 (home) 518-461-9969 (cell)
Recovery Coordinator	Mary Jane Connor	518-692-7377 (home) 518-301-3085 (cell)
Building Maintenance	John O'Brien	518-692-9484 (home) 518-428-1404 (cell)
Salvage Specialist	Patricia McFee	518-812-4642 (cell)
Recorder	Aaron Gabriel	518-692-7379 (home)
Work Coordinator	Chelsie Henderson	518-805-8263 (cell)
Other Key Staff	Peter Read	518-681-0038 (cell)

Recovery Coordinator: managing recovery operations, including coordination with administrative offices and media; budget allocation for wages, supplies, transportation and services; and public relations.

Salvage Specialist: assessing damage to facility and records, establishing salvage methodologies, coordinating salvage efforts, and training work crews.

Recorder: inventory control of damaged materials and photographic documentation.

Work Coordinator: assembling and coordinating work crews, ordering supplies and equipment, and controlling workflow.

Off-site services to be called in the event of a disaster

<u>Service</u>	<u>Name of Contact</u>	<u>Phone Number</u>
Easton Fire Department		911 or 518-692-8671
Greenwich-Cambridge Police		911 or 518-677-3044
Washington County Sheriff		911 or 518-747-4623
NYS Police, Troop G, Zone 2		911 or 518-692-3001
Easton Greenwich Rescue Squad		911 or 518-507-6507
Washington County Dept of Health		518-746-2400
American Red Cross (Albany)		518-458-8111
Insurance Company	Castle Agency, Inc.	518-753-4421
Legal Advisor	Timothy Bulger, Esq.	518-692-8504
Internet Provider	Spectrum	1-855-707-7328
Data Recovery Service	SALS	518-584-7300
Plumber	James Kennelly	518-663-5450
Carpenter	Jeff Moses	518-753-7748
Exterminator	Catseye	1-855-CATSEYE
Mycologist	KPM Restoration	518-859-9769
Locksmith	Joseph P. Mangione, Inc.	518-272-4080
Janitorial Services	Brian Connelly	518-812-3754
Chemist	NYS Dept of Health: Wadsworth Center (Environmental Organic Chemical Analysis Dept)	518-474-7161
Water, Fire, Mold Services	Quick Response Restoration	518-899-7090
Building Architect	Butler, Roland & Mays	518-885-1255
Conservator	National Heritage Responders	202-661-8068
Friends of Easton Library	Carol Williams (Treasurer)	518-527-6857
Greenwich Free Library	Annie Miller (Director)	518-692-7157

Upkeep Checklist

A. Daily Procedures

- Locks on doors and windows secure, all keys accounted for.
- No leaking pipes, faucets, toilets, or malfunctioning air conditioning.
- Electrical equipment unplugged; no frayed wiring in evidence.
- No signs of structural damage.
- No burning materials in wastebaskets.

B. Periodic Procedures

Date Checked

- Emergency numbers posted by each phone:
- Carbon Monoxide operable:
- Fire extinguishers operable:
- Smoke alarms operable:
- Operable flashlights in place upstairs and downstairs:
- AM/FM battery operated radio operable:
- Most recent fire drill:
- Most recent tornado drill:
- Staff familiarized (by tour, not map) with location of fire extinguishers, flashlights, radio, storm shelter, Shelter-in-Place, and how to reach members of the In-House Disaster Recovery Team
- Most recent inventory:

Locations of In-House Emergency Equipment and Utility Shut-off Locations

[CUT-OFF SWITCHES/VALVES]

Electric: Furnace Room

Gas: OUTSIDE: South-facing side of the library building. The valve is red and just before the regulator with a yellow pipe coming up from the ground. INSIDE: In the furnace room. The valve is red and is rising out of the furnace.

Water: In the furnace room. Labeled with tags “hot and cold water shut-offs”.

[PRODUCT(S) LOCATIONS]

Fire Extinguishers: First Floor (Entry); Downstairs (Behind Pillar in Juvenile Room)

Flashlights: Near upstairs telephone; Shelf in Juvenile Book Room; Meeting Room

Paper Towels: Storage closet

Plastic Sheeting: Furnace Room

Plastic Trash Bags: Storage closet

Rubber/Nitrile Gloves: First Aid Kit underneath Circulation Desk

Smoke Alarms and Carbon Monoxide Detectors: Library ceilings, upstairs and downstairs

Sponges: Under sink in Meeting Room

Mops, Pails, Brooms: Furnace Room

AM/FM Battery-Operated Radio: Librarian’s Closet (upstairs)

First Aid Kit, Blood Borne Pathogen Clean Up Kit: Underneath Circulation Desk (on shelf)

Sources of off-site equipment and supplies (or where supplies may be purchased/rented)

Pallets	Quick Response	518-899-7090
Paper towels	BJ's Wholesale Club or Walmart	Walmart.com
Plastic milk crates	Quick Response	518-899-7090
Plastic sheeting	Quick Response	518-899-7090
Refrigerator trucks	Quick Response	518-899-7090
Sump pump, portable	Quick Response	518-899-7090
Temperature/Humidity Gauge	Quick Response	518-899-7090
Waterproof clothing	Quick Response	518-899-7090
Wet/dry vacuums	Quick Response	518-899-7090

All locations where this plan and follow-up reports are filed

The plan shall be distributed either in digital or hardcopy form to all parties listed on the “plan distribution list” in the front of this document. The plan will also be held at the library on the shelf behind the Circulation Desk.

Inventory/Salvage Priority Lists

With an inventory/priority salvage system use a “triage” approach and consider the following categories while prioritizing what materials to protect first:

Category I: SALVAGE AT ALL COSTS

Materials that are used most often, essential for the library's operation, have significant monetary value, and support the library's mission.

Example: Reference materials- especially materials in locked archival cabinet and cases, & all artwork, Charter

Category II: SALVAGE IF TIME PERMITS

Material that could be replaced, but replacement costs would exceed salvage costs.

Example: Administrative files & all reference materials

Category III: SALVAGE DURING GENERAL CLEAN-UP

Materials that can easily be replaced in the original or another format, or those with a high monetary value, but low value by other measures.

Example: Any circulating materials

The Disaster Recovery Team members should consider intrinsic value, research value, and historical value, value to the collection, replacement cost, and availability in different formats when setting salvage priorities. The following questions may be helpful in determining priorities:

- **Is the item especially important to the community, perhaps a piece of local history?**
- **Can the item be replaced? At what cost? Can you afford it?**
- **Would the cost of replacement be less or more than restoration of the item?**
- **How important is the item intrinsically? To the collection? To researchers? Will insurance pay for one format and not another?**

Special collections will most likely be second on your priority list. Staff should know, for example: That the unique local history materials should be salvaged before the *National Geographic* magazines.

DISASTER RECOVERY PROCEDURES

If a disaster strikes when the building is **occupied**, your first concern should be for the **safety of the individuals inside**. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Practice drills should be conducted on a regular basis to eliminate panic during “the real thing.”

Most disasters tend to occur when the building is unoccupied—during the early morning hours, on weekends, or during holiday closings. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

95% of all disasters will result in water-damaged materials. **Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment.** You must work quickly to salvage damaged materials and to prevent additional damage from occurring.

The following steps are recommended for an effective recovery operation:

I. Assess the damage

How much damage has occurred? What kind of damage is it? (Fire, smoke, soot, clean water, dirty water, etc.) Is it confined to one area or is the entire building damaged?

How much of the collection has been affected? What types of materials have been damaged?

Are the damaged items easily replaced or are they irreplaceable?

Can the in-house recovery team salvage the items, or will outside help be required?

II. Stabilize the environment

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees Fahrenheit and 50% relative humidity.

The following equipment should be readily accessible to help stabilize the environment:

- Portable generators, in case of power failure
- Pumps, to remove large quantities of standing water
- Fans, to circulate the air
- Thermometer, hygrometers, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity.

Dehumidifiers can help to lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze-up in the lower temperatures required for salvage and recovery operations. Raising the temperature will not lower the humidity—it will only accelerate mold growth. Temperature and humidity should be monitored constantly.

Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards.

III. Activate the In-House Disaster Recovery Team

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until the team leader has determined a plan of action. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/ or beverages should be available.

IV. Restore the area

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceiling, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.

SALVAGE PROCEDURES FOR WATER-DAMAGED MATERIALS

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise, and facilities available.

I. Freezing

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees Fahrenheit will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees Fahrenheit, place the materials in a secure area outside. Cover them with plastic if rain or snow is expected.

II. Vacuum freeze-drying

Vacuum freeze-drying is the safest and most successful method, although it is also the most expensive. Materials **must** be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in and on the frozen material to water vapor. The vapor is then collected on a cold panel that has been chilled to at least 200 degrees F., so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the material will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action will cause the book or document to “explode.”

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/ or binding (this is especially true for leather bindings). They may be placed in a high humidity room to accelerate the acclimation process but must be monitored closely for signs of mold.

Materials so treated will not look like new but will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in Lockheed’s chamber. Photographs will not be

damaged by this treatment, but rubber cement will dissolve and stain the page to which it has been applied.

III. Air-Drying

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50–60 degrees F. and 25–35% relative humidity. Instructions are outlined in II below. This process is **not recommended** for coated stock materials such as art books (see III below).

IV. Vacuum drying

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of vacuum. This method is **not recommended**, as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should **not** be used, for the same reason.

The following salvage procedures are recommended:

I. Volumes to be frozen

A. Removal

1. Clear the floor and aisles first.
2. Begin with the wettest materials. These will usually be on the lowest shelves, unless water has come in through the ceiling.
3. Dirt and mold should be removed and treated before freezing (see IIA and VI below). If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove it when it is dry.
4. Pack materials on-site if possible. If not possible, remove by human chain.
5. Keep accurate records of the location from which the materials are removed.

B. Packing

1. Remove volume from shelves in order.
2. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates **spine down**.
3. Pack crates one layer only, snugly enough that volumes will not slide or lean.

4. Wrap open the book as found and place it on top of the packed container. Do not place more than one open volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding dyes.
5. If books are stuck together, **do not** attempt to separate them, but pack as one volume.

C. Record keeping

1. Label each container with your institution's name and assign it a number.
2. On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed, and the total number of books in each container. If there is not a call number, note the location where found.
3. If the containers are sent to more than one freezer, note which container numbers are sent where.
4. Keep records of discarded items.

D. Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

II. Volumes to be air-dried

A. Washing procedure (to be performed off-site only)

1. Keep the book tightly closed and hold it under cold, clean running water.
2. Remove as much mud as possible from the binding by dabbing gently with a sponge. **Do not rub** or use brush and **do not sponge** the pages or edges, as these actions can force the mud into the spine or wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.
3. Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.
4. **Do not wash:**
 - a. Open or swollen volumes
 - b. Vellum or parchment bindings or pages

- c. Full or partial leather bindings
- d. Fragile or brittle materials
- e. Works of art on paper
- f. Water-soluble components (inks, tempera, watercolors, dyes, charcoal, etc.)
- g. Manuscripts
- h. Non-paper materials

B. Saturated volumes

1. **Do not open!** Wet paper tears easily!
2. Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper towel or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed and the wet paper removed from the area.
3. Covers may be opened to support the volume.
4. Aluminum foil may be placed between the cover and the end leaf to prevent staining from the binding dyes.
5. When most of the water has drained, proceed as for “Damp volumes.”

C. Damp volumes

1. Very carefully open the book (not more than a 30-degree angle).
2. Begin interleaving from the back and keep the volume in an upright position.
3. Place interleaving sheets at intervals of 25 leaves (50 pages), unless this will distort the volume.
Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide. Ontho-Phenyl Phenol (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol (do not use methanol, as it will cause inks to bleed). Safety equipment (mask, eye goggles, and rubber gloves) should be worn when preparing and using this solution.
4. Continue to change the paper underneath and remove from the area.

D. Slightly damp volumes/volumes with only wet edges

1. Stand volume on its head and fan open slightly. Paperback books may support each other with barriers between or they may be wedged with Styrofoam pieces. Position volumes in the path of circulating air.
2. When almost dry, lay the volumes flat and place weights (not other drying books) on them to minimize distortion. **Do not stack wet volumes.**
3. Lightweight volumes (less than six pounds) may be hung on lines to dry.
 - a. Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
 - b. Do not line-dry a saturated volume, as the monofilament will cut through the wet paper.

III. Volumes with coated stock paper

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. **Do not allow wet books with coated stock paper to dry in a closed state, as the pages will permanently bond together.** Almost all attempts to separate stuck pages by rewetting them have failed. Boeing's Document Reclamation Service reports that vacuum/ freeze-drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated (IV B below). **The only chance of saving such materials is to interleave every page and air-dry.**

IV. Document/ unbound materials

A. Freeze as found

1. Do not remove from file cabinet drawers, document cases, or folders.
2. Do not turn the container upside down to empty or drain.

B. Separation of wet sheets

1. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
2. Run gently with a bone folder—surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on the top of a piece of polyester web.
4. Remove the polyester film.
5. Place another sheet of polyester web on top of the wet sheet.

6. Repeat the entire process, separating the wet sheets one at a time, and interleave them with polyester web. (Material may be frozen at this stage.)
7. Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
8. The papers may be flattened when they are almost dry, placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

V. Non- Book Materials

A. Photographic Material (prints, negatives, slides, film)

Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, freeze them immediately, or transport them (see 2 below) to a photographic laboratory. Photographic material should not be allowed to dry out after they become wet, as they will stick to the envelope or to each other. Any attempt to separate them after they have dried together will result in damage to the emulsion or the image. Remove the materials from their protective enclosures and wash off any mud or dirt under cold running water.

The following options are available for salvaging photographic materials:

1. Air-dry either flat or on lines of monofilament (plastic spring-type clothespins may be used to hang them on the lines).
2. If there are too many to air-dry, they may be stored in cold water (65 degrees F. or below—cold helps to preserve emulsion). Ice may be added to the water, but **do not add dry ice or allow the materials to remain under water longer than three days**. Formaldehyde may be added to the water (15 milliliters to one liter) to help prevent the gelatin from swelling and softening. Black and white film could last three days in solution before the emulsion begins to separate; color film could last 48 hours.
3. Transport the material (in sealed polyethylene bags inside plastic garbage pails) to a professional laboratory within 24 hours, if possible.
4. If time does not permit air-drying, the materials may be frozen. As the emulsion may be damaged by the formation of ice crystals, freezing as quickly as possible is recommended (smaller ice crystals will cause less damage). Negatives should be separated before freezing, as they tend to stick together when thawed.

B. Microforms

Send to a professional micro-processing laboratory.

1. Microfiche

C. Tapes (audio, video, computer)

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes, as they can damage the equipment on which they are being played. The following procedures are recommended if you wish to attempt to salvage tapes:

1. Break open the cassettes.
2. Wash in clean or distilled water.
3. Air dry or dry with cheesecloth.

D. Sound recordings (discs)

Clean water probably will not damage sound recordings, but flood water carries silt, which will scratch a disk. Disks should be washed and dried with cheesecloth or a soft, lint-free cloth. Record jackets or paper protective sleeves should be discarded, as they can trap moisture and may develop mold. Record jackets could be photocopied to preserve the information they contain.

VI. Mold

Mold and mildew are interchangeable names for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

1. Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees F. and the relative humidity is over 60%.
2. Separate the affected materials to prevent spreading.
3. If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide.
4. Keep the air circulating in the room.
5. Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.

6. Materials that will be fumigated should be removed from plastic crates, as plastic will absorb fumigants. Only a professional chemist or conservator should do fungicidal fogging.

VII. DO NOT UNDER ANY CIRCUMSTANCES:

1. Enter an area until it has been declared safe.
2. Attempt to open a wet book (one tear costs at least \$1.00 to mend!).
3. Attempt to close an open book that is swollen.
4. Use mechanical presses on wet materials.
5. Attempt to separate books that are stuck together.
6. Write on wet paper.
7. Use bleaches, detergents, water soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
8. Use colored paper of any kind during salvage and recovery operations.
9. Pack newly dried materials in boxes or leave them unattended for more than two days.

EARLY CLOSING DUE TO INCLEMENT WEATHER

In the event of inclement weather, the library may be closed early or not open at all. If this occurs, a posting will be put on the library website and library Facebook page. Staff should refer to the **Emergency Closure Policy** for specific instructions concerning weather related library closings and attendance.

BLOOD-BORNE PATHOGENS

Note: For further information, please refer to the “OSHA Blood-borne Pathogen Standard” document. This document, along with the cleanup kit instructions, should be kept, at each site, near the first aid kit.

Although the regulations governing the handling of blood-borne pathogens in libraries are covered by the Department of Labor, the policy followed here is based upon OSHA policy.

Supplies needed for dealing with blood accidents

- Nitrile gloves (use these rather than regular rubber gloves)
- Biohazard bags (red bags in the cleanup kit)
- Cleanup kit (located under the Circulation Desk with the First Aid Kit)
- Antibacterial soap (located in the staff restroom)
- Hand Sanitizer (kept with First Aid Kit)

The above items are available from **Amazon.com** & **Aubuchon Hardware** (Greenwich)

Wear nitrile gloves any time you are dealing with blood or saliva—even if the blood is just from a nosebleed. **Any and all** objects contaminated with blood (wet or dried) will be disposed of in a special red bag. The red bags can be disposed of in regular trash. The staff person on duty will be in charge of cleanup.

Cleanup Procedures

- The cleanup kit will be kept with the first aid kit.
- Wash your hands as soon as possible, using antibacterial soap.
- When taking off the special rubber gloves, do not touch your skin. Pinch one glove and pull it off, then take your finger and put it under the second glove to remove that glove.

Taking care of people exposed to blood

If you have a cut on your hand that came in contact with blood from someone else, **you must fill out an incident report.**

We will immediately contact the Washington County Health Department for consultation and direction on possible testing and vaccination.

If blood gets on books or other library materials, the materials should be discarded in the red bags.

In case of vomit, cleanup can proceed as usual unless it contains blood. If you see blood in the vomit, follow the procedures outlined in the kit. It is our policy to abide by OSHA guidelines in case of exposure to blood-borne pathogens. If an employee is exposed, he/she will contact the Washington County Health Department within 24 hours of said exposure.

PANDEMIC

Please see the Temporary Safety Practices Policy in the policy binder for more information.

BOMB THREATS

If a bomb threat is received, get maximum information:

1. Keep the caller on the telephone if possible and write down as much information as can be obtained (e.g., Where is the bomb? When will it explode? What kind is it? etc.)
2. Pay attention to any strange or peculiar background noises such as motors running, music, or any other sound that might give a clue as to the location from which the call is being made.
3. Listen closely for any vocal clues that may help to identify the caller:
 - A. Is it a man or a woman's voice?
 - B. Is there anything distinctive about the voice tone or quality?
 - C. Is there any accent or speech impediment?
4. Call 911.
5. Notify the Library Director as soon as possible.
6. If the staff member in charge feels that danger is imminent, or if the police advise that danger is imminent, have staff member(s) go through the building and notify all patrons that there is an emergency that requires immediate evacuation of the building.
7. Have patrons gather up their personal belongings, and escort them to the exit. Direct patrons to clear the immediate area of the building. No one should be

closer than 1500 feet of the building. Evacuate across the street to Burton Hall parking lot.

8. Staff member(s) should be detailed to collect together, escort from the building, and supervise any unaccompanied children under the age of twelve. Keep the children together, get names and telephone numbers of responsible adults, and try to contact the adults to come and pick up their children. Remain with the children until someone has arrived to collect them.
9. When all patrons have left the building, staff should collect their personal belongings and evacuate the building.
10. **Do not** allow anyone except authorized bomb squad personnel to enter the building.
11. **Do not** touch any unfamiliar devices in the area around the building.
12. **Do not** operate, or allow anyone else to operate, any electronic devices in the area such as 2-way radios or cellular telephones.
13. The staff member on duty should identify him/herself to the responding officers. The staff member who handled the threatening call, and the record of the call, should be made known to the officer in charge. Staff should cooperate with the responding officers at the scene.
Members of the press should not be allowed access to the building. All press inquiries should be referred to the Library Director.
14. If any patron reports a suspicious object, or if any staff member finds a suspicious object in the building, no one, under any circumstances, should touch or handle the object. This is a job for the police or bomb squad.

EARTHQUAKES

The main concern during an earthquake is shielding yourself from falling objects. The movement of the earth is rarely the cause of death or injury. During an earthquake:

1. Remain calm. Do not panic or run. By staying calm you will be able to better assess your situation. If you feel the building begin to shake or jolt, shout out for everyone in the building to take cover immediately.
2. If you are inside the building, stay there and find a safe place. Stand against a wall near the center of the building if possible. Get under a table or desk if possible. Get as far away from the book stack areas as possible. Crouch down with your back to any windows and cover your head and face.
3. Do not operate any equipment or light any flames that might set off an explosion from leaking gas.
4. When the shaking stops, try to get the emergency equipment stored at each location, and assist the patrons in evacuating the building. Get the First Aid Kit if possible. Go to an open area, away from buildings and power lines. If possible: Evacuate to the Burton Hall parking lot.

5. If there are any children under the age of 12 in the library without adult supervision, have staff member(s) gather the children together and take them outside. Keep the children together until emergency assistance arrives, or until a responsible adult arrives to collect them.
6. Report any fire and/or damage as soon as it is safe to do so.
7. Once you have left the building, do not go back in or allow anyone else to go back in for any reason.

ELECTRICAL POWER FAILURE

In case of prolonged electrical power failure use the following procedure:

1. Notify the Library Director if possible.
2. Notify National Grid if possible: call 1-800-465-1212 or <https://www1.nationalgridus.com/outages>
3. Staff member(s) should equip themselves with flashlights for emergency use. Staff member(s) should go through the building and inform patrons that the library is closing temporarily due to the power failure. Staff member(s) should escort all patrons to the front door. Make sure that patrons take their personal belongings with them when they leave the building.
4. Close and lock the front doors. Post a sign on the door stating that the library has closed temporarily due to power failure.
5. Children under the age of 12 who have been left at the library without an adult (as opposed to walk-ins from the immediate neighborhood) should be gathered together with staff members to supervise them. If phones are working, try to call someone to come for the children. If phones are not working, or you cannot reach a responsible adult, keep the children calm and gather them together under staff supervision until someone arrives to collect them.
6. Secure the contents of the cash register.
7. Go through the building and shut off all electrical equipment that was powered-on and operating when the power failure occurred.
8. Staff member(s) should secure their personal belongings and gather in the front room near the circulation desk. The staff member on duty should have keys available and ready to use when leaving the building. The staff member on duty is responsible for securing the building. Normally, staff members remain in the building until they are cleared to leave by the Library Director. In an emergency, staff may evacuate the building at the request of National Grid repair crews, fire or police officers.
9. If emergency repair crews seek access to the building, you should verify their identification before allowing them entry. Unauthorized persons should not be allowed access to the building. Members of the press should not be allowed access to the building. Refer all press inquiries to the Library Director. NO

MEMBER OF THE PUBLIC SHOULD BE ALLOWED INTO THE BUILDING UNTIL FULL POWER AND NORMAL LIBRARY OPERATIONS HAVE BEEN RESTORED.

10. Check all other electrical equipment to make sure no damage has occurred due to the power failure. If you have problems with any equipment, please contact the Library Director, and they will call the appropriate repair service.
11. For prolonged power outages: if access to the internet, the Library Director will post closing on the library website and library Facebook page.

FALSE FIRE ALARM

In case of a false fire alarm sounding, use the following procedure:

1. Staff member(s) on duty should do a quick check of the building to make sure there is no smoke or fire visible.
2. Reset fire alarm. Battery may need changing.
3. Staff members should inform patrons in the building that the alarm is a “false alarm.”

FIRE ALARM

In case of fire use the following procedure:

1. If smoke becomes apparent have staff member(s) notify patrons to evacuate the building immediately. Direct patrons to the nearest outside exit. Speak in a calm, clear voice and keep your movements deliberate to avoid panic. In the event of a fire, it may not be possible to leave by the same exit. However, all efforts should be made to assemble in the Burton Hall parking lot area in an effort to ensure that everyone has evacuated safely:
2. Smoke detectors should be triggered.
3. A staff member should be designated to find a telephone and call the Library Director, if not already present. Staff member(s) should ensure that the area around the building is cleared to at least 1500 feet. **MAKE SURE THAT NO ONE GOES BACK INTO THE BUILDING.**
4. If there are any children under the age of 12 who were in the library without adult supervision, staff member(s) should gather the children in a safe spot and get names and telephone numbers of responsible adults to contact. Keep the children together and calm until someone arrives to collect them.
5. When the fire crew arrives, the staff member(s) on duty should identify herself/himself to the crew chief and answer any questions the crew chief may have.

6. All staff member(s) should cooperate with requests of the emergency crews. All press inquiries should be referred to the Library Director.
7. NO staff member should go back into the building until the fire chief authorizes access.
8. Staff member(s) should remain at the scene until authorized to leave by the Library Director.

FLOOD

In anticipation of any type of water that floods the building, give priority to:

- The Archival cabinet in the meeting room, other Archival materials beside the cabinet in the meeting room, speaker system in the meeting room, Briggs collection upstairs, Charters on walls upstairs, Easton Political Equality Club display upstairs, and reference material upstairs.
- Genealogy & Local History Library – Removable Hard Drive in librarian's closet, microfilm in librarian's file cabinet, photo albums on top of Archival cabinet in meeting room, photo albums behind circulation desk and in librarian's file cabinet
- Library Computers, Server, Networking gear and other equipment, circulation collections: DVDs, CDs, books, and magazines
- Circulation Desk/Librarian's Desk – Administrative files and office equipment

Shut down electrical power and water in the building, board up windows, and lock the building.

HAZARDOUS MATERIALS

What Shelter-In-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. **This is not the same thing as going to a shelter in case of a storm.** Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. **The designated room for shelter-in-place will be the children's book area downstairs**, limiting potential exposure to hazardous materials. If you are told to shelter-in-place, follow the instructions provided below:

Why Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, local authorities on television and radio stations will provide information on how to protect you and your co-workers. It is important to keep a radio

on, even during the workday. The important thing is for you to follow the instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place at Work:

- Close the library.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are patrons in the building, provide for their safety by asking them to stay—not leave.
- Unless there is an imminent threat, ask employees, and patrons to call their emergency contact to let them know where they are and that they are safe.
- Change the auto-attendant recording on the phone system to indicate that the library is closed, and that staff and patrons are remaining in the library until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains. There are no window coverings upstairs, but the meeting room has blinds.
- Have employees familiar with your building’s mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air—these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- The children’s book area is the designated space should have adequate space for everyone to sit. Avoid overcrowding by selecting several rooms if necessary. Overflow may go into the meeting room area.
- Large storage closets, utility rooms without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room. Try to seal the opening to the stairway if possible.
- Write down the names of everyone in the room, call Police at 911 to report persons in the room and their affiliation (employee or patron.) Contact the library director (if not on duty) to notify of the incident.
- Keep listening to the radio until you are told all is safe or told to evacuate. Local officials may call for evacuation in specific areas at greatest risk.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.

INJURY/ACCIDENT/ILLNESS ON LIBRARY PREMISES

Every accident and/or injury must be reported.

DO NOT:

- Admit responsibility.
- Reprimand any employee or criticize premises.
- Offer to pay for medical expenses.
- Enter into a dispute.
- Mention insurance.
- Discuss the accident with strangers.
- Permit photographs to be taken by others.
- Answer questions from the press.

Patron Involved Injury/Illness:

1. Any time a member of the public is injured, taken ill, or involved in an accident on the library premises, the incident should be reported by phone as soon as possible to the Library Director. A written report should be completed and filed at the Easton Library within 24 hours of the incident. The staff member on duty at the time of the incident should fill out and submit the Injury/Accident Report Form.
2. Call the Police and/or rescue squad for assistance if necessary. Call a member of the person's family if possible.
3. In the event of an accident of injury occurring on library premises, if staff members are asked whether the library has insurance, they should refer the question to the Library Director.
4. Keep the person quiet and as comfortable as possible **without** moving him/her. Don't attempt to administer first aid unless, in your judgment, it is absolutely necessary and you are trained in the pertinent procedure. Leave this to the direction of the police or rescue squad.
5. If the person involved in the incident is a minor (under age of 18) and is on library premises without adult supervision, you should try to contact a responsible adult relative. A minor, especially a child under the age of 12, should not be allowed to leave the library premises until a responsible adult has arrived to collect him/her.
6. If the person involved in the incident refuses emergency medical attention and/or declines transportation to the emergency room of the nearest hospital, write out a statement saying that medical assistance and transportation was offered and refused, and have the person sign the statement. Two library staff members should sign as witnesses. Write the date and time on the statement.

7. **Under no circumstances** should the library staff members offer to provide transportation to the hospital emergency room in their personal cars.
8. Take photographs of the accident site or area where the injury occurred as soon as possible. (If the accident occurs when the Library Director is off duty be sure to contact the Library Director.) **Do not** allow the site to be cleaned up until photographs have been taken. If the site constitutes a hazard to other people in your opinion, block it off and post warning signs until the hazard can be corrected.
9. Any questions from the press should be referred to the Library Director for comment.
10. A written Injury/Accident Report, with all supporting documentation, should be submitted to Easton Library as soon as possible.

Library Staff Member Involved Injury/Illness:

1. Any time a member of the library staff is injured, involved in an accident, or taken seriously ill while on duty, the incident should be reported by phone as soon as possible to the Library Director. A written report should be completed and filed with the Easton Library within 24 hours of the incident. The staff member on duty at the time of the incident should fill out and submit the Injury/Accident Report Form.
2. Call 911.
3. If the injury or illness is not critical enough to warrant calling emergency assistance, do one of the following:
 - a. The staff member may drive him/herself to the nearest emergency room or to his/her own personal physician.
 - b. Call a family member or friend to drive the staff member to the emergency room or to his/her own personal physician.
 - c. Another staff member may volunteer to drive the injured/ill staff member to the emergency room or to his/her own personal physician.
 - d. Send or take the injured/ill staff member home.
4. If the staff member involved in the incident refuses emergency medical attention and/or declines transportation to the emergency room of the nearest hospital, write out a statement saying that medical assistance and transportation was offered and refused, and have the person sign the statement. If police and/or rescue were called, have the police officer and/or rescue squad chief co-sign the statement. Two library staff members should sign as witnesses. Write the date and time on the statement.
5. Take photographs of the accident site or area where injury occurred as soon as possible. (If the accident occurs when the Library Director is off duty be sure to contact the Library Director.) **Do not** allow the site to be cleaned up until photographs have been taken. If the site constitutes a hazard to other people in your opinion, block it off and post warning signs until the hazard can be corrected.
6. Any questions from the press should be referred to the Library Director for comment.

7. A written Injury/Accident Report, with all supporting documentation, should be submitted to the Easton Library as soon as possible.

First Aid Box Contents

- (20) Adhesive bandages, various sizes
 - (1) 5" x 9" Sterile dressing
 - (1) Conforming roller gauze
 - (1) Triangular bandages
 - (1) 3" x 3" Sterile gauze pads
 - (1) 4" x 4" Sterile gauze pads
 - (1) 3" Roll cohesive bandage
- (2) Waterless alcohol-based hand sanitizer
- (6) Antiseptic wipes
- (2) Pair large medical grade non-latex gloves
- (1) Roll 2" adhesive tape
- (1) Cold pack
- (1) Pair scissors (small, personal)
- (1) Pair tweezers
- (1) CPR breathing barrier, face shield
- (1) Bottle hydrogen peroxide
- (1) Bottle calamine lotion
- (1) Box cotton Q-tips
- (1) Box baking soda
- (1) Pkg. assorted safety pins
- (1) Manual can opener
- (1) Tube antibacterial ointment
- (1) Jar petroleum jelly

ACTIVE SHOOTER

The following procedures are guidelines for handling an active shooter situation in the library. The U.S. Department of Homeland Security recommends the following active shooter procedures.

1. **EVACUATE:** Get out if you can, then dial 911. Keep your hands visible for responding police.
2. **HIDE:** Secure your hiding place, lock doors, turn off lights and cell phones. Be quiet, stay away from windows and doors. If a building alarm sounds, it may be a lure. Leave only if you smell smoke.
3. **TAKE ACTION:** As a last resort, and only when your life is in imminent danger.

- Attempt to incapacitate a shooter or act with physical aggression.
4. CALL 911: When it is safe to do so.

LOCKDOWN PROCEDURES

Lockdown situations may occur when a dangerous situation (such as a violent intruder) is occurring **near** the library facility. This is NOT the same situation as an active shooter who is inside a library facility.

The following procedures are guidelines for placing a library facility into lockdown. The U.S. Department of Homeland Security recommends the following lockdown procedures:

1. Call 911.
2. Alert co-workers and lock doors if possible.
3. Announce “The library is going into lockdown. For your safety, please follow staff as directed.”
4. Quickly direct patrons to the **Juvenile Children’s Room (downstairs)**, turning off lights as you go.
5. After the building is secure, contact the Library Director if off duty.
6. Turn off your cell phones. Remain calm and quiet. No calls or texts. Stay away from windows and doors.
7. If a fire alarm sounds it may be a lure. Leave only if you smell smoke.
8. Do not open the door. The police will enter and evacuate.

STAFF EXCUSED IN CASES OF COMMUNITY-WIDE EMERGENCY

Staff members who are primary caregivers for children under the age of sixteen, mentally handicapped or physically disabled family members living in the same household, or elderly family members living alone, may be released from job responsibilities immediately during a community-wide emergency situation. The Library Director is authorized to approve such emergency releases. Staff member(s) **should not** leave the building without the knowledge of the director.

Staff member(s) who do not fall into the above category are expected to stay on duty and assist with emergency procedures at the library until released by the library Director. In emergency situations it is vitally important that staff member(s) on duty can account for the whereabouts of all staff member(s) who were on duty when the emergency occurred.

The Director should maintain a list of all staff member(s) who qualify for emergency early release.

STAFF EXCUSED IN CASES OF PERSONAL EMERGENCIES

The Library Director is authorized to allow the early release from duty of a staff member to deal with personal medical or police-related emergencies involving family members living in the same household, or family members living outside the household for whom the staff member is a primary caregiver (EXAMPLE: an elderly parent).

Staff members **should not** leave without the knowledge of the Library Director. Such emergency leave is good only for the day on which it occurs. If a personal or family emergency involves a prolonged absence from the job (more than one day), the staff member is responsible for notifying the Library Director. The staff member will need to make arrangements with other staff members to determine whether the absence can be covered. If the shift cannot be covered by another staff member, contact the Library Director.

THEFT, BURGLARY and VANDALISM

If a patron or staff member reports personal belongings have been stolen or vandalized while on library premises, the supervisor or senior staff member on duty should fill out a Library Incident Report. A copy will be filed at the Easton Library.

If it is necessary to call the police, the staff member on duty should make the call. If the police are called, the Director should be notified immediately.

The same procedure applies when library property is stolen or vandalized.

If staff members arriving to open the library for business find indications that the building has been entered and robbed or vandalized, **staff members should not enter the building or touch anything on the scene.**

Go to the nearest available telephone and call the police. Notify the Library Director.

DO NOT ENTER THE BUILDING until the police have arrived and checked the building.

The person who called the police should identify himself/herself to the officers responding to the call and cooperate with them in their investigation.

Any questions from the press should be referred to the Library Director for comment.

CIVIL UNREST PROCEDURES

According to the Federal Emergency Management Agency (FEMA), civil disturbance is “a civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety.” Civil disturbances, or unrest, can cause a variety of subsequent issues such as violence and assault, disorderly conduct, vandalism. Civil unrest may occur during demonstrations in nearby areas and may not be necessarily focused on the library initially, however intense protesting activity can be unpredictable and escalate rapidly and it is important for library administration staff to act quickly to initiate notification and lockdown procedures and insure patrons can leave safely using the most direct egress bypassing any unrest activity, this may require calling police to arrange escorts of patrons out of the area safely or redirecting patrons out on a back exit to stay away of any potentially violent activity that could injure them.

If a disturbance seems to threaten the occupants of the building, report it immediately to local police (911) and take the following actions:

- **Have situational awareness of potential activity expected in the area** – if necessary the Library Board should be prepared to decide to temporarily close as a precaution if intense protests are expected in the immediate or adjacent areas that day.
- **The Library Director should brief all staff members where civil unrest activity may occur and give specific instructions on what to do if the activity escalates and migrates towards the Easton library.**
- Calmly alert all staff and patrons in the immediate vicinity of the situation and direct them to a part of the building away from the activity, direct patrons to stay away from windows.
- Lock all doors and windows (initiate lockdown)
- Have staff/patron movement minimal inside away from the windows - to stay as far away from protesters as possible, and prevent flying glass.
- If necessary, the Easton Library may decide to cease work operations and evacuate.
- If evacuation is necessary, follow directions from first responders (e.g. police and fire personnel), direct patrons away from exits that will put them in harm’s way, and allow them to use the safest exit away from the activity, notify local police to provide safe escort to staff and patrons as they exit.

TORNADO/SEVERE WEATHER

Severe damage and injury can result from a tornado or severe weather. Taking shelter in a safe place during a tornado may save your life. In bad weather each department’s radio should be tuned to WGY 810 AM and 103.1 FM. The station has a direct line to the National Weather Center

and will interrupt their regular programming to announce weather alerts. It is also recommended that each staff member sign up for Washington County's "Code Red" reverse 911 callout system. This system will actually call any phone or cell number that is signed up and leave an automated message if a severe thunderstorm or tornado warning is issued for the county: the sign up link for the website is: <https://public.coderedweb.com/cne/en-US/68684CD288F8> AND <https://alerts.weather.gov> (National Oceanic Atmospheric Administrative's National Weather Service)

The Weather Bureau has two warning stages to alert you to tornado activity.

1. **Tornado Watch:**

- a. A tornado watch means conditions are such that a tornado could form in your area.
- b. A watch means you should be prepared to go to a place of safety.
- c. No action should be taken at this time; however, one should be in a state of readiness and be prepared to move quickly.

2. **Tornado Warning:**

- a. A tornado warning means an actual sighting has been made and reported.
- b. In the event that such a warning is given and there is reason to believe the general location of the library is in danger, the employees should equip themselves with flashlights kept at each location.
- c. Staff members shall then go through the building and inform patrons of such an alert and move patrons to the downstairs. Staff member(s) should be assigned to take care of any children who are in the building without accompanying adult supervision.
- d. If time allows, shut down as much of your electrical equipment as you can.
- e. Discourage patrons from leaving the building in the middle of tornado/severe weather alert. They may not have time to get to other shelters.
- f. When all staff and patrons have gathered at the designated shelter area downstairs, instruct them to get down on the floor with their backs to the windows and cover their faces and heads for further protection.
- g. Stay in the designated area until the all clear has been given.
- h. If the building is damaged, direct patrons in the orderly evacuation of the building. Staff member(s) should continue to supervise unaccompanied children until someone arrives to collect them.
- i. Upon leaving the building, do not approach any area of debris or downed power lines.
- j. Cooperate with emergency rescue teams. If emergency teams seek access to the building, you should verify their identification before allowing them entry. Unauthorized persons should not be allowed access to the building. Members of the press should not be allowed access to the building. Refer all press inquiries to the Library Director.

- k. **NO ONE SHOULD GO BACK INTO A DAMAGED BUILDING FOR ANY REASON UNTIL IT HAS BEEN CHECKED AND CLEARED FOR ACCESS BY THE EMERGENCY RESCUE TEAMS.**

CYBER SECURITY ISSUES

It is the obligation of all staff users of the SAL's systems to protect the technology and information assets of the Library Association. This information must be protected from unauthorized access, theft and destruction. The technology and information assets are usually made up of the following components:

- **Computer hardware**, CPU, disc, Email, web, application servers, PC systems, application software, system software, etc.
- **System Software** including: operating systems, database management systems, and backup and restore software, communications protocols, and so forth.
- **Application Software**: used by the various departments within the company. This includes custom written software applications, and commercial off the shelf software packages.
- **Communications Network hardware and software** including: routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, and associated network management software and tools.

Mentioned ahead are a few cyber security measures/recommendations that every institution should have in place to protect itself from the perils of the virtual kind.

1. SALS Installs Reliable Antivirus Software

A good, reliable antivirus program is a basic must-have of any cyber security system. Apart from that, anti-malware software is also an essential. They work as the final frontier for defending unwanted attacks, should they get through your security network. They work by detecting and removing virus and malware, adware and spyware. They also scan through and filter out potentially harmful downloads and emails.

2. Use Complex Passwords

Almost every computer and Web-based application requires a key for accessing it. Whether it is the answers to security questions or the passwords, make sure you create complex ones to make it difficult for hackers to crack them.

For answers to security questions, consider translating them into another language using free online translations tools. This may make them unpredictable and difficult to decipher, and less susceptible to social engineering.

Using space before and/or after your passwords is also a good idea to throw the hacker off. That way, even if you write your password down, it would be safe as only you would know that it also needs a space at the front/end. Using a combination of upper and lower cases also helps, apart from using alphanumeric characters and symbols.

3. SALS Protects with Firewall

Firewall is necessary as it helps you protect your network traffic – inbound and outbound. It can stop hackers from attacking your network by blocking certain websites. It can also be programmed so that sending out proprietary data and confidential emails from your company’s network is restricted.

4. SALS Installs Encryption Software

If you deal with data pertaining to credit cards, bank accounts, and social security numbers on a daily basis, it makes sense to have an encryption program in place. Encryption keeps data safe by altering information on the computer into unreadable codes. That way, even if your data does get stolen, it would be useless to the hacker as he wouldn’t have the keys to decrypt the data and decipher the information.

5. Ignore Suspicious Emails

Make it a habit to never open or reply to suspicious-looking emails even if they appear to be from a known sender. Even if you do open the email, do not click on suspicious links or download attachments. Doing so may make you a victim of online financial and identity theft, including ‘phishing scams.’ Phishing emails appear to come from trustworthy senders, such as a bank or someone you may have done business with. Through it, the hacker attempts to acquire your private and financial data like bank account details and credit card numbers.

For further security, it is recommended to change email passwords every 60 – 90 days. Additionally, refrain from using the same password for different email accounts and never leave your password written down.

6. Limit Critical Data Access

Keep the number of people with access to critical data to a minimum such as the Executive Director, Chief Financial Officer and a handful of trusted staff.

Formulate a clear plan that identifies which individuals have access to which sensitive information for increased accountability.

7. Schedule Data Back-up Regularly

Every week, either backup your data to an external hard drive or the cloud yourself, or schedule automated backups to ensure that your information is stored safely. That way, even if your systems are compromised, you still have your information safe with you.

8. Secure/Monitor Wi-Fi Network

Use WPA2 (Wi-Fi Protected Access version 2) to protect your Wi-Fi network from breaches by hackers. Change the name of your wireless access point or router, also called the Service Set Identifier (SSID). Ensure that you use a complex Pre-shared Key (PSK) passphrase for additional security.

9. Secure Electronic Devices

Because of the ease of carrying them around, electronic devices hold a lot of valuable data, and that is also the reason they are at a higher risk of getting lost or stolen.

Protecting both these devices entails encryption, password protection, and enabling of the 'remote wiping' option.

10. Communicate Cyber Security Policies to Employees

Having a written cyber security policy listing the dos and don'ts of using office systems and the Internet is helpful, but not enough. You have to ensure that its details are communicated to and understood by your employees, so that they can put it in practice.

That is the only way of making such policies effective. Do amend these policies regularly according to the relevance of the contents.

Potential I.T. Threats to Security:

1. Employees

Potential security threats can come from employees. They may do damage to your systems either through incompetence or on purpose. You have to layer your security to compensate for that as well. You mitigate this by doing the following:

- Only give out appropriate rights to systems. Limit access to only business hours.
- Don't share accounts to access systems. Never share your login information with coworkers.
- When employees are separated or disciplined, you remove or limit access to systems.
- Advanced – Keep detailed system logs on all computer activity.
- Physically secure computer assets, so that only staff with appropriate need can access.

2. Amateur Hackers and Vandals.

These people are the most common type of attackers on the Internet. The probability of attack is potentially high and there can also be a large number of attacks. These are usually crimes of opportunity. These amateur hackers are scanning the Internet and looking for well-known security holes that have not been plugged. Web servers and electronic mail are their favorite targets. Once they find a weakness they will exploit it to plant viruses, Trojan horses, or use the resources of your system for their own means. If they do not find an obvious weakness they are likely to move on to an easier target.

3. Criminal Hackers and Saboteurs.

The probability of this type of attack is lower, but not entirely unlikely given the amount of sensitive information contained in databases. The skill of these attackers is medium to high as they are likely to be trained in the use of the latest hacker tools. The attacks are

well planned and are based on any weaknesses discovered that will allow a foothold into the network.

MEDIA RELATIONS DURING A CRISIS

It's important to establish a positive relationship with the media before a crisis occurs. Then, if a crisis should occur, you will have this established relationship to draw upon. It will be easier to talk to a reporter if mutual trust and respect are already established.

If ANY staff is contacted by any member of the media, asked questions by the media either in person, by email or on the phone or observes any media related activity on or near premises, such as reporters interviewing, T.V. cameras, media trucks, etc. they are directed to contact the Library Director immediately.

1. Staff media spokesperson (“Public Information Officer”)

The spokesperson – PIO role shall be filled by the Library Director. The Director should be able to respond intelligently to unexpected questions. The spokesperson/PIO should think about what he/she's going to say before answering questions. The spokesperson should also be perceived as trustworthy and sincere.

Let the media know what has happened and what's being done to recover collections and resume services. Include the temporary location, phone and fax numbers, contact person, and hours if the library has to relocate. Let patrons know where to return items or if they should hold onto them until further notification.

2. The Public Information Officer should be prepared to communicate with the media.

Create a list of questions people will likely ask when they hear a crisis has occurred, such as “how and why did this situation occur?”; “do you have insurance?”; “do you need any donations from the community?”; “are there injuries?”

Use the list of likely questions and draft logical answers based on the current situation. Avoid the phrase “no comment.” If you can't comment on a question, say so and why. Perhaps you don't have the information, or the police have asked you not to release certain information.

Include a list of local media contacts such as newspapers, television stations, and radio stations in this section. Update this list annually.

3. The Spokesperson/PIO should be knowledgeable about the situation and should be kept informed and regularly updated by the in-house disaster recovery team or emergency management team.

You may also refer to the Reporter Question Tips in the Policy Manual for more information.

DISASTER PLAN DEVELOPMENT AND MAINTENANCE

1. The Easton Library's Director has the primary responsibility for the oversight of the maintenance of this plan with assistance from others as needed. The Director may utilize members from the In-House Disaster Recovery Team, or members from the regular staff. The Director may also (with approval of the Board) appoint specialty consultants such as information technology or disaster planning specialists as needed.
2. The Director may also have the option to request local government or first response agencies to provide feedback regarding any element of the plan. This plan will be reviewed and updated on at least an annual basis or upon any changes to district staffing, policy or district infrastructure/facilities.

DISASTER REFERENCE SHEET

First protect library staff and patrons, and then protect the collections and equipment.

PHONE NUMBERS

Emergency: 911
Police (Non-Emergency): 518-677-3044
Fire (Non-Emergency): 518-692-8671
Library Director: 518-677-2939

POWER FAILURE

If the power fails in the building, emergency lighting will automatically light. Notify National Grid at 1-800-465-1212 and inform them of the problem. Call the Library Director and inform them of the situation.

FIRE

If you discover a fire or detect smoke, call 911. If a smoke or carbon monoxide detector alarm sounds, call 911 and inform them of the situation. Clear the building.

MEDICAL EMERGENCY

CALL 911

GIVE FIRST AID ONLY IN EXTREME EMERGENCIES AND ONLY IF YOU KNOW WHAT YOU ARE DOING!

If a person is experiencing a medical emergency: DO NOT move the victim unless his or her life is endangered by the situation, e.g., fire, explosion, or moving machinery. Avoid contact with bodily fluids like blood and saliva. If possible, remove dangerous objects from the area. Keep the victim warm.

TORNADOES OR SEVERE WEATHER

A WATCH means conditions are favorable. A WARNING means a tornado has been sighted. The National Weather Service will announce that a tornado or severe storm watch warning has been issued. If a tornado is sighted on the ground in Washington County there will be an alert on cell phones. Have all patrons and staff move to their designated safe area. Remain in the protected area until the all clear is given. All clear announcements will be broadcast on the local radio station WGY 810 AM.

EARTHQUAKE

If you feel the building begin to shake or jolt, shout for everyone to take cover immediately. Get under a table or desk if possible. Get as far away from the book stacks as possible. Crouch down with your back to any windows and cover your head and face. When the shaking stops, try to get the emergency equipment and evacuate the building.

ONCE YOU HAVE LEFT THE BUILDING, DO NOT GO BACK IN FOR ANY REASON.

BOMB THREAT

TAKE **ALL** BOMB THREATS SERIOUSLY. Remain calm. Obtain as much information as possible from the caller and write it down exactly as received. As soon as the caller hangs up, call 911 to notify the Police Department of the call. Clear the building.