

STAATSBURG LIBRARY

EMERGENCY PLANNING & DISASTER POLICY

Updated contact info 1/2020 Rev & adopted

This plan contains brief and easy to read steps that every staff member must be aware of, and where the plan is located, as well as any volunteer or student would need to know in case of an emergency affecting the collections.

This Plan is on file in the following locations:

Will be posted near all staff telephones and at the public service desk.
Off premises in the home of the director
Off premises in the home of the President of the Board of Trustees
Off premises in the home of the Chair of Building & Grounds

Maintain a disaster kit which should include:

First Aid Kit, corded, non-electric telephone, Rubber/latex gloves, two (2) heavy duty utility flashlights with fully charged batteries, rolls of plastic sheeting, paper towels, duct tape, and scissors. This kit will be located behind the public service desk or hallway closet.

FIRE:

1. Dial 911. The Library address is 70 Old Post Road, Staatsburg
2. Notify the Library Director, Lorraine Rothman at 845-773-9121 (h) or 646-263-3617(c)
3. Board President carol Barret at 845-889-4277 (h) or 845-518-2980 (c)
4. Fire extinguishers are located next to the front and side doors.

WATER:

CALL : Randy Schad — Plumber- 914-466-5881- preferred
 alternative is Cleveland Plumbing at 845-889-4748
HVAC (heating & AC) - Dave canfield 845-656-5521
Electrician is Josh Thomas at 914-475-3931
Furnace call Kosco-Heritage 844-768-0583
Phone Service – Optimum 866-251-4435
Library Director, Lorraine Rothman at 845-773-9121 (h) or 646-263-3617 (c)
Board President carol Barret at 845-889-4277 (h) or 845-518-2980 (c)

FROM ABOVE:

1. Cover stacks with plastic sheets located in the cabinet under the sink in the Program Room
2. Move materials off shelves using book truck OR
3. Move materials to another location: Dinsmore Firehouse, Old Post Road

FROM BELOW:

1. Move material higher on shelves, OR
2. Move material to another location: Dinsmore Firehouse, Old Post Road

BUILDING EVACUATION:

Assist all present to leave the building as soon as it is obvious remaining may be a health hazard. Assist those with disabilities by asking the best way to help. Get the attention of a person with a hearing disability by touch, gesture and/or pointing. Do not grasp a visually impaired person by the arm. Ask if they need your arm as they exit.

IN-HOUSE EMERGENCY EQUIPMENT AND SHUT OFFS

KEYS are located behind the front desk. Exterior door keys are over the top of the

MAIN ELECTRICAL CUT-OFF SWITCH IS LOCATED in the closet under the attic stairs an

MAIN WATER SHUT OFF VALVE IS LOCATED in the north side of the basement.

THERMOSTATS ARE LOCATED IN THE MIDDLE STACKS, MAIN ROOM AND PROGRAM

EMERGENCY CONTACT LIST:

Library Director Lorraine Rothman at 845-773-9121 (h) or 646-263-3617 (c)
Board President: carol Barret at 845-889-4277 (h) or 845-518-2980 (c)
Board Vice President: Judy Linville at 845-889-4802 (h) or 845-551-9103 (c)
Board Treasurer: Bob Linville at 845-889-4802 (h) or 845-551-9138
Building & Grounds: David Lund at 845-889-8865 (h) or 845-264-0612 (c)
Board Secretary: Kristen Trubisz 845-773-9237 (h) or 631-495-4536 (c)
Friends Representative: Sue Eagan at 845-889-4416 (h) or 845-416-5297 (c)
Carol Davis at 845-229-8367 (h) or 845-416-8763 (c)
Kristen Cables 845-392-5653
Luanne Panarotti 845-464-2363
Wendy Urban-Mead 845-889-8320 (h) or 845-264-1805 (c)

Each person should call the next on the list. If a person cannot be reached, the next person in line should be called. Names of those not contacted should be reported to those who are

contacted. The last person on the list calls the second person on the list and reports the names of those who could not be reached. They will be contacted at a later time.