

Springport Free Library Disaster Policy

Purpose:

The Springport Free Library has adapted this Disaster Policy to ensure precautionary, response and recovery measures to an emergency or disaster threatening to impact or immediately impacting the library's facilities, grounds, materials, staff or community members. The primary goals of the library's Emergency and Disaster Plan are to establish:

- The roles and responsibilities during all phases of an emergency or disaster.
- Preparedness activities and response measures.
- Coordination and decision-making processes.

The Disaster Policy is designed to ensure the safety of employees and visitors at the site, secure vital records and preserve the continuity of core library resources and services as practicable as possible, minimize economic loss, and achieve recovery.

Administration:

The disaster recovery team, led by the Director, administers the Disaster Policy and Plan. This includes activating the plan establishing an internal communications network, and coordinating all recovery activities. If, for any reason the Director is unable or unavailable to lead the team, administrative authority shall be passed to the Library Board of Trustees President and vice-president.

The disaster recovery team will include the Director, Board of Trustees President, Buildings and Grounds Committee leader, the library assistant.

Risk Assessment:

Risk assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Director and disaster recovery team will periodically evaluate the library and its facilities to minimize the threat of emergency or disaster to formulate response plans to emergencies or disasters.

Activities include:

- Recommending updates to the Disaster Plan.
- Identify possible hazards.
- Analyze strengths, weaknesses, and vulnerabilities of the library's ability to handle emergencies and disasters and correct or mitigate weaknesses.
- Engage in preventative building maintenance.
- Inventory collection, equipment, furniture, electronics, and supplies.
- Implement cleaning and disinfecting procedures.
- Implement consistent opening and closing procedures.
- Provide regular staff training on items listed below.

Parts of the risk assessment activities may include consultation with Cayuga County, the libraries insurance providers, Finger Lakes Library System staff, and other local experts and stakeholders.

Staff training:

Regular staff training may help reduce the risk of an emergency or disaster. Training prepares staff to safely and appropriately respond to an emergency or disaster to minimize the damage or injury should an emergency or disaster occur.

Staff training will include an annual review of this Disaster Policy and the Springport Free Library Disaster Plan. Staff training may include the following topics:

- CPR training
- First aid training
- Drills for fire, lockdown and tornado
- Response and recovery workshops
- Handling wet and damaged materials
- Proper use of protective clothing and equipment
- Exposure to hazardous materials/mold
- Active shooter workshops
- Mental health

All staff will be included in any disaster training activities.

Response and Reconstruction:

The Director and disaster recovery team will respond to an emergency or disaster according to the following outline. Some circumstances might require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Address emergency or imminent danger to the library's facility, materials, staff, or community.
- Notify appropriate personnel.
- Document incident report, inventory of materials, items, supplies and equipment.
- Take pictures of materials, items, equipment of facilities.
- Record a timeline of events before, during and after the event.

Prepare for Recovery:

- Determine which steps need to be taken.
- Delegate to disaster recovery team, library staff, library board of trustees and /or volunteers.
- Determine a command post or temporary work site if library facility is not accessible.
- If there is physical damage, decide what can be salvaged and what will be discarded.
- Gather supplies and arrange for services.
- Draft a statement for press release or statement to the public.

The Director or Board President will be the spokesperson for the library. Keep messaging transparent and consistent. Communicate across all social media platforms and traditional print and tv. Use the library website.

Recovery:

Plan for

- Limited services
- Limited hours of operation
- Virtual programming and services.
- Reduced staff.
- Plan for full resumption of services.

Types of Emergencies or Disasters:

The disaster plan was made with the health and safety of the library staff and community as the top priority. If the Director is not in the building when a disaster or emergency occurs, the staff should contact local emergency responders (police, fire, ambulance, 911) followed by the Director immediately. The Director is empowered by the Board of Trustees to address imminent dangers or threats to the library's facility, materials, staff, or community and will convene the disaster recovery team as soon as it is safe and reasonable to do so. The assumption should never be made that a situation is a drill or a false alarm.

Disaster Plan:

The library maintains a publicly available Disaster Plan, which serves as a guideline for all the staff to follow in the event of an emergency. The manual serves to ensure that consistent procedures are followed to best provide safety and security for all library patrons and staff. The manual cannot cover all situations and circumstances but should be used as a guide whenever possible.

HISTORY:

Approved by the board of trustees on
September 16, 2026