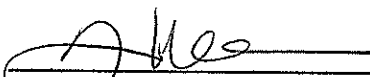


**Sarah Hull Hallock Free Library
Milton, NY**

Disaster Plan

Updated: 2023

Approved by Board of Trustees: 3/22/2023



Rosemary Wein
President, Board of Trustees

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I Introduction

The purpose of this disaster plan is to provide guidelines for the prevention, protection, response and recovery from any damage caused by fire, smoke, water or other natural disasters to the building and collection of the Sarah Hull Hallock Free Library.

This plan should be reviewed annually and revised as needed by the Director and the Board of Trustees. The original copy will be placed in the library's policy binder. Copies will be given to all staff and board members. A copy will also be on file with the Fire Chief of the Milton Engine Co. No1.

II Staff and Board of Trustees Contact Information

Library staff contact information can be found in Attachment A.

Board of Trustees contact information can be found in Attachment B.

III Emergency Contacts and Service Providers

Emergency call list found in Attachment C

Emergency contacts and service providers information can be found in Attachment D.

IV Collection Priorities and Locations

In case of a disaster, materials should be salvaged in the following order:

1. Historical Collections
2. Paintings
3. Computers
4. DVD and Books on CD collection

Please see diagram of collections found in Attachment E.

V In House Emergency Equipment

Vector Security System and Fire Alarm:

Motion sensors are located throughout the main level of the library. All doors have sensors except the 2 community room exit doors. There are smoke and heat detectors on both levels.

Keys:

A key box containing labeled keys is located in a drawer of the circulation desk. All senior circulation staff, Board president and one additional trustee have keys to the library. In addition, the Chairperson Marlborough Democratic Committee and the President of the Marlboro-Milton Lion's Club have keys to the Community Room only.

Main electrical cut-off switch:

The switch is located in the storage room on the lower level on the north side of the building.

Main water shut off valve:

The valve is located in the utility room on the lower level on the south side of the building.

Heating and air conditioning system controls:

Heat is provided by a propane furnace. Thermostats (3) are located on the main level next to the restroom and near the staff office space and community room on the lower level.

Fire Extinguishers (5):

All are ABC Dry Chemical extinguishers. They are located:

- | | |
|-------------|---|
| Main Floor | Left of front door of the historic room, on window shelf
On the wall next to the handicap entrance |
| Lower Level | On the wall in the staff office space next to the exit
On the wall in the community room next to each exit |

Emergency Lighting:

Emergency lights are located above all exits.

Paper Goods, Supplies and Cleaning Products:

Located in the basement storage room:

Mops and Buckets

Wet/dry vacuum

Broom

Empty boxes

Fans and extension cords

Tape

Waterproof marking pens

Wax paper

Paper towels

Flashlights

Lined paper pads and pens for notetaking

Disposable gloves

Plastic bags

First Aid Kit

Digital Camera for documentation

Dehumidifier

Disinfectant

Hand Tools

DVD and CD cleaner (behind circulation desk)

Metal Book Truck

Located next to circulation desk

Portable Folding Tables and Easel

Located in community room closet

Emergency Exit Plans

These are documented via maps and are located in the file cabinet behind the circulation desk in the Disaster Recovery folder.

VI Prevention and Upkeep Checklist

1. No smoking allowed in the building.
2. Good housekeeping procedures maintained.
3. Electrical Wiring:
 - New boxes and wiring were installed in 1990.
 - Use of extension cords is limited.
 - Extension cords are protected.
4. Heating Equipment:
 - New energy efficient propane furnace installed 2014
5. Cleaning and painting supplies:
 - Supplies are stored in the basement storeroom.
 - Less than 2 gallons kept on premises.

6. Check for hazards periodically
 - Survey indoor areas and outdoor space quarterly.
7. Maintenance Checklist
 - See approved Facilities Plan

VII Response Plan

1. Building safe to enter – determined by Fire officials.
2. Notify the insurance company.
3. Collection damage assessment:
 - Director and Board of Trustees
 - Professional Assessors
4. Library collections after assessment:
 - Leave in place
 - Pack for storage
 - Remove to other locations
5. Assemble staff, Board and volunteers to do the necessary cleaning, packing and moving.
6. Assemble supplies necessary for cleaning and moving.
7. Environment monitored and controlled:
 - The temperature should be maintained below 68 degrees.
 - Humidity should be maintained below 55%.
 - If air conditioning is operational, it should be used to prevent the growth of mold.

VIII Disaster Recovery

Practical measures will be taken after the building is secured to separate water and otherwise damaged materials from undamaged. Experts will be sought with the advice of Mid-Hudson Library System to evaluate what materials can be reclaimed for the collection without compromising the "health" of other items (e.g., mildew and insect activity is "catching" and all materials will not be worth saving).

IX Resources

- Disaster Preparedness and Recovery [American Library Association]
<http://www.ala.org/advocacy/govinfo/disasterpreparedness>
- NYS Citizen Preparedness Corps <http://prepare.ny.gov/>
- NYS Emergency Management <http://www.dhSES.ny.gov/oem/>

X Attachments

Attachment A Library Staff Contact Information

Attachment B Board of Trustees Contact Information

Attachment C Emergency Call List

Attachment D Emergency Contact and Service Providers Information

Attachment E Diagram of Collections