



MASTICS-MORICHES-
SHIRLEY COMMUNITY
LIBRARY
Disaster Plan

November 1, 2021

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Director: Kerri Rosalia

Office Phone: 631-399-1511 x200

Cell Phone:

REGULAR DUTIES

- Calls regular meetings of the disaster team annually or as needed
- Ensures the disaster plan is updated annually or as needed
- Works with SCLS, county libraries, and library disaster teams to ensure best practices and collaborative efforts are met
- Maintains list of media contacts along with PR agency

DUTIES DURING AND AFTER A DISASTER

- Maintains direct communication with county libraries, school district and library administrators, and library board
- Notifies the disaster team members of imminent danger (begins the telephone and email notification process)
- Establishes a command center if library facility is unavailable
- Ensures methods of communication both inside and outside the library
- Delegates duties
- Prepares procedures for remote work if necessary
- Assesses and records damage with other disaster team members
- Determines if a mold assessment of the affected collections is necessary
- Maintains communication with county, state, federal or other security agencies
- Works with outside agencies to ensure the safety of the building, including reentry following the disaster
- Receives reports from disaster team members
- Prepares a post-disaster report
- Works with facilities and business managers on the restoration of the Library
- Advises auditor and insurance agents on extent of the damage
- Authorizes payment for supplies and services needed after board approval

Collections Manager: Lorraine Squires

Team: Kerrilynn Jorgensen, Sylvia Maurer, Erika Irish

Office Phone: 631-399-1511 x 261

Cell Phone:

REGULAR DUTIES

- Establishes and maintains contact list for recovery companies
- Identifies specific priority collections to be saved or recovered first

DURING AND AFTER A DISASTER

- Supervises the staff and during collection recovery efforts
- Assesses damage to the collections
- Advises director on the extent of the damage to the collections
- Locates specific priority collections to be saved or recovered first
- Determines which items can be recovered in-house and which need to be sent out for recovery
- Determines which parts of the damaged collection are not worth recovery efforts
- Advises director on the need of a recovery company if collections need to be dried
- Maintains contact with recovery company until the materials are returned
- Supervises in-house cleaning and drying
- Supervises the processing of all damaged materials
- Trains staff
- Prepares a written report of the recovery and/or relocation activities
- Contacts recovery vendors and services

Head of Business Dept. and HR: Chris Nowak

Team: Kathi Bertos, Madeline Stirber, Diane Carrozza

Office Phone: 631-399-1511 x203

Cell Phone:

REGULAR DUTIES

- Establishes and maintains an inventory of library possessions with the assistance of the IT department
- Ensures insurance coverage is up-to-date
- Creates and maintains a list of library vendors/insurance companies/professional firms that the library works with to ensure they are notified quickly after disaster strikes

DURING AND AFTER DISASTER

- Tracks and coordinates expenditures
- Acts as financial liaison with FEMA, if appropriate
- Updates the inventory of library possessions as damaged items are discarded with the assistance of the IT department
- Contacts EAP for assistance if needed
- Maintains a list of possessions sent out for refurbishing, if applicable
- Submits insurance claims
- Assists any employee injured in the disaster or during recovery with workman's compensation or insurance claims

IT Department Head: Dave Belmonte

Team members: Dan Costa, Claire Hopkins

Office Phone: 631-399-1511 x360

Cell Phone:

REGULAR DUTIES

- Secures and reestablishes computer network and systems
- Reestablishes telephone connections
- Removes damaged or destroyed equipment
- Identifies appropriate means for disposal of destroyed equipment (there are EPA guidelines for disposal of many types of equipment including printers and photocopiers)
- Maintains an inventory of the library collections (primarily using the OPAC)
- Works to recover library computer files

Public Relations Agency: Mark Grossman Agency

Team: Mark Grossman, Kerri Rosalia, Tara Damato

Cell Phone:

REGULAR DUTIES

- Keeps the director, disaster team and library staff informed of latest news from outside the library
- Acts as the conduit for public information on the disaster
- Contacts media with library-related announcements, including library closure and reopening

Public Relations Specialist: Sara Roye

Office Phone: 631-399-1511, x 252

Cell Phone:

Team: Steve Burg, Kristen Cinar

- Assists with social media updates keeping the community informed of the status of the library and resources to aid after a disaster if community is impacted
- the damage to the collections and library contents, as well as damage to the building, if appropriate
- Maintains a photographic record of recovery efforts

Facilities & Custodial Manager: Steve Burg

Team: Harry Lugo, Mark Aguirre, David Prevete

Office Phone: 631-399-1511, ext. 372

Cell Phone:

REGULAR DUTIES

- With administrators determines when the building is safe for reentry
- Schedules test of water supply for contamination if necessary
- Restores all utilities (electricity, water, gas) with Business Manager
- Creates an evacuation team with representatives from every area of the library
- Creates, with the evacuation team, evacuation procedures for the building
- Conducts periodic drills, with the disaster team members
- Ensures that items on the disaster supply list are available and up-to-date

DURING AND AFTER DISASTER

- Maintains communication with local fire district, school district and library director.
- Works with outside agencies to ensure the safety of the building, including reentry following the disaster
- Maintains security of all exterior doors
- With public safety officers and administrators determines when the building is safe for reentry
- Keeps first aid supply stocked
- Maintains security of all exterior doors
- Keeps first aid supply stocked
- Assists with salvage operations after the building is deemed safe by facilities management or local safety officials
- Oversees overall management of recovery and salvage operations for facilities
- Identifies storage space for priority recovery list items

EMERGENCY CONTACTS

Police Department: SCPD 7th Precinct – 631-852-8700

Fire Departments: 911
Mastic Fire Department 631-281-8787
Mastic Beach Fire Department 631-281-9840

Ambulance: 911
Mastic Ambulance Company 631-281-4357
Mastic Beach Ambulance Company 631-772-7338

FEMA Regional Ctr: 800-621-3362

Locksmith: Brookhaven Locksmith

Gas Company: **National Grid Gas Leaks & Emergencies**
1-800-490-0045

Water Utility: **Suffolk County Water Authority**
631-698-9500 Customer Service
631-665-0663 After-Hours Emergency

SECURITY AGENCIES CONTACTS

In-house Security:

Steve Taddeo 631-384-6220

County Security:

Suffolk County Police

7th Precinct 631-852-8700

Suffolk County Emergency 631-852-4900

Suffolk County Red Cross 631-924-6700

State Security Agencies:

State Police 631-756-3300

Troop Headquarters

7140 Republic Airport

Farmingdale, NY 11735-1597

Federal Security Agencies:

Federal Bureau of Investigation 211-384-1000

Bureau of Alcohol, Tobacco and

Firearms (ATF) 631-694-8372

LIBRARY CLOSURE PROCEDURES

CLOSING OF THE LIBRARY

Closing the library means notifying the board, public and staff, that the library will not be open on a specific day. A variation of this option is to notify public and personnel that reporting times for a specific day have been changed. This option is available whenever library buildings are unoccupied and the time of day allows sufficient time for notifications.

See attached procedures for Emergency Closing

EMERGENCY EVACUATION PROCEDURES

EVACUATION

Evacuation is the removal of all public and staff from library facilities.

Designated safe areas for the facility is pre-established, with primary and secondary sites being identified.

Procedures are as follows:

- A directive to evacuate can be issued by the Director, on-site administrators or public safety authorities.
- Evacuate staff to primary safe area in *location*, unless directed to go to a secondary location or to a congregate care center established by public safety authorities.
- Remain calm and keep staff and patrons as calm as possible.
- Close all doors behind you. **DO NOT LOCK DOORS.**
- A 100% accounting of staff will be completed and verified by full-time personnel.
- All vehicles will be moved as necessary to allow the access of emergency equipment.
- All persons will remain in a safe area until receiving verbal notification from onsite administrators to return to the facility.
- The IT Supervisor will place an emergency message on the voice mail system via cell or off-site phone, if necessary.
- The IT Staff will put an appropriate message on library webpage, if necessary.
- In the event of an extended evacuation the Director and/or Assistant Director will notify the board, staff and media.

RELOCATION

Relocation is very similar to evacuation in that it is the process of vacating library facilities. It could occur during an incident that does not directly threaten the library where public safety authorities wish to use the premises as an emergency center. Procedures are as follows:

- A directive to relocate can be issued by the Director only. (All public safety requests for relocation must go through the Director.)
- The Director will determine the location to where staff will be moved.
- Moving procedures are the same as for evacuation.

COMMUNICATION EQUIPMENT CHECKLIST

In-house Requirements

- Battery operated radios (for news) located in Maintenance Office
- Public address system available through phone system
- Two way radios located at Reference Desk(s)
- Weather radio (Security Office)
- Bull Horn located in Maintenance Office

DISASTER SUPPLIES CHECKLIST FOR IMMEDIATE RESPONSE

Each building has the following supplies.

- Flashlight
- Mops
- Disposable latex gloves
- Plastic Sheeting
- Batteries (replace semi-annually stored outside of flashlight)
- Plastic trash bags to fit can
- Bottled Water
- Buckets
- Dust masks
- Duct Tape
- Scissors
- Large plastic trash can with lid
- Lysol spray can
- Etc. Paper towels

Location of disaster supplies: Business office storage room

EMERGENCY SYSTEMS

MAIN UTILITIES

- **Sprinkler and shut-off valve**
- **Electrical cut-off switch**
- **Heating and cooling controls, etc.**

MAIN BUILDING UTILITIES

- **Sprinkler Shut-off Valve**
 1. Basement In CPSD storage room
- **Electrical Shut-off Switch**
 1. Basement mechanical room
- **Water Shut-off**
 1. Outside North CPSD Emergency Exit – Valve located across from exit in “pit”
 2. In boiler room
- **Heating/Cooling controls**
 1. Main Shut offs on each unit on the roof
 2. Computer server room – basement
 3. Boiler shut-off in boiler room.
- **Gas Shut-off**
 1. **Call National Grid – Located on East Side of Property in Bollards/Fenced area on The Green
1-800-490-0045**
- **Fire Panel (Townline 1-800-326-7077 Passcode:)**
 1. Basement mechanical room
 2. Located across from the main entrance on the wall south of the circulation desk.
- **Security Alarm (Electronic Alarm Systems – 631-981-1700)**
 1. Alarm panels at employee entrances
- **Cesspool (Andriola’s Cesspool 631-589-4240)**
- **Elevator (Island Elevator 631-491-3392)**

FIRE SUPPRESSION SYSTEMS

- **Water Deluge System (between main floor and second floor)**
- **Fire alarm pull boxes (on floor plan)**
- **Smoke and heat detectors (on floor plan)**

FIRST AID KITS

Located in the staff kitchen mounted on wall, one in custodial cage, one in security office (includes blood kit) maintained by business office and facilities/custodial staff.

FIRST AID SUPPLY CHECKLIST

- Adhesive Bandages
- Alcohol Wipes
- Burn Cream
- Instant Cold Packs
- Latex Gloves
- Neosporin
- Roll Gauze
- Roll of Medical Tape
- 2 X 2 Sterile Pads
- 4 X 4 Sterile Pads

INSURANCE/LEGAL CONTACTS

Company: EPIC Brokers

Agent: Joseph Price

Policy Number:

*See Business Office for copy of policy.

Legal Advisor: Kevin Seaman

COUNSELING SERVICE

EAP 631-289-0480

Approved by the Board of Trustees November 22, 2021