

Emergency Closing/ Snow Closing/ Power Outage Procedures

Building

- PRIORITY 1: Call Emergency Services immediately if needed.
- PRIORITY 2: Custodian must be called to the building and/or notified of the situation.
- PRIORITY 3: Library Director must be notified of the situation. Inclement weather closings are made by the Director with input from Schools, Facilities, DPW, Board of Trustees and Town Manager.
- Custodian is responsible for evacuation of the building, as well as notifying Facilities and Cleaning Service.
- Director or librarian-in-charge notifies Kevin Furilla / IT to verify door locks for specified time.
- In the event of a power outage, the Custodian and the Director are responsible for opening staff areas with electronic access.
- Custodian and Facilities are responsible for addressing HVAC and lighting issues. This includes resetting or adjusting interior and exterior lights if possible.

Communications

- Social media post – Assistant Director / Librarian-in-charge / Director
- Website post/announcement – Assistant Director / Librarian-in-charge / Director
- Website Opening Hours Plugin - Assistant Director / Director
- Email Blast – Assistant Director / Director
- Phone message – Head of Circulation
- Town-wide reverse 911 – Assistant Director / Director (As needed)
- Staff email / phone / text – Division Heads & Phone Tree
- Trustees / Town Manager notification – Director / Assistant Director
- Room reservations – Contact anyone who has reserved a room
- (As time allows) Signs for desk and main door - Librarian-in-charge
- (As time allows) Bright Sign – Assistant Director
- If closing in the middle of the school day, alert schools

AFTER ACTION ITEMS

- Restoration Social media post – Assistant Director / Librarian-in-charge / Director
- (OPTIONAL) Restoration Website post/announcement – Assistant Director / Director
- Restoration Website Opening Hours Plugin - Assistant Director / Director
- (OPTIONAL) Email Blast – Assistant Director / Director
- Phone message – Head of Circulation
- Report Trustees/Town Manager – Director
- Removal of signs for desk and main door - Librarian-in-charge
- Removal Bright Sign – Assistant Director

Restarting (any power outage)

- Envisionware PCs
- Printers
- Wall mounted catalog screens (button is in on the bottom of the screen in the middle towards the back)
- Bright Signs
Self Check Stations (click the CircIt button on desktop)
AMH (click the silver E-Stop button, then the silver Start Button)

Issues / Comments

- Public PCs did not automatically connect to printers. **IT Responsibility**
- Phones out. **IT Responsibility**
- All doors which open with fobs can only be unlocked with a key. (lounge, workrooms- where staff coats & purses are) Only Amy and custodians have a real key. **Custodian or Director Responsibility. Facilities and Fire Department also have keys.**

Library Files\00 - Accidents – Injury - Emergencies