DISASTER PREPAREDNESS AND CONTINUITY OF SERVICES PLAN

Business Information:

BRENTWOOD PUBLIC LIBRARY

34 SECOND AVENUE

BRENTWOOD, NY 11717

(631) 273-7883

If this location is not accessible, we will operate from the location below:

Virtually via internet

The following person is our primary crisis manager and will serve as the Library spokesperson in an emergency:

Thomas A. Tarantowicz, Library Director

(631) 273-7883

directorsoffice@brentwoodnylibrary.org

If this person is unable to manage the crisis, the person below will succeed in management:

Xibelualka Solis, Assistant Library Director

(631) 273-7883

directorsoffice@brentwoodnylibrary.org

Emergency Contact Information

· Dial 9-1-1 in an emergency
· Non-Emergency Fire Dept. (631) 273-7080
· Non-Emergency Ambulance (631) 273-3701

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Possible disasters that may impact the Library's ability to operate include:

a) Natural disaster, including inclement weather, earth quake, meteor hit, etc. leading to:
   i. Power outage
   ii. Flooding
   iii. Structural Damage

b) Pandemic, epidemic or other contagion.

c) Environmental or other contaminant, including deliberate release of chemical or biological agent(s).

d) Cyber-attack.

e) Terroristic or other violent incident (causing multiple or serious injuries or even casualties to staff/patrons on the premises).

f) Flooding, caused by plumbing failure.

g) Explosion resulting from natural gas or other.

h) Fire, leading to:
   i. Flooding/water damage
   ii. Structural Damage
   iii. Smoke Damage

The Brentwood Public Library has appointed a Safety Committee which meets several times a year to discuss and help create emergency and crisis management planning and procedures.

Staff in Charge of Building: At all times that the Library is open, either to the public or for any operations, a staff member is assigned to be the Person in Charge. This person will be primarily responsible for determining the course of action in an emergency, and implementing that action with the coordination of all departments and staff. Appropriate actions may include evacuation, contacting emergency services, or any other necessary response, the determination of which will rely on this person's judgement. All Persons in Charge, as well as other staff, have been given training regarding emergency responses and procedures to prepare them for such an eventuality, including having provided them with the information of emergency contacts and contact numbers for repair services.

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Evacuation Plan for the Library:

The Library has developed a plan for evacuation of staff and patrons that can be implemented in under 3 minutes.

The Library has created and provided building and site maps that include mandated evacuation routes and destinations, dependent on location within the Library at time of emergency.

All Library exits are clearly marked.

The Evacuation Plan as well as our warning systems, including the fire alarm, is practiced at least 3 times a year, more if there are procedural errors or delays.

Assembly sites have been pre-determined and are included in the evacuation plan maps. Each department's most senior staff member is responsible to ensure their department's complete and timely evacuation of staff and patrons, and is required to coordinate with the other groups after successful evacuation to confirm status and receive further instruction from Person in Charge or designee. A clipboard with evacuation maps, a flashlight, and a two-way radio are provided in each area of the Library for this purpose.

Shelter-In-Place Plan for the Library:

Should the Person in Charge determine that the best course of action is to shelter in place, similar procedures will be followed for evacuation, except that all groups shall gather in the safe spaces designated on the Library's site map for this eventuality. Procedures include securing the building if such action is indicated.

Communication:

All staff receive mandatory training for contingency procedures for different possible emergencies, the details of which remain undisclosed, for security purposes. Multiple methods of communication between staff during an actual emergency have been provided for, including means to communicate to patrons within the building, if that is advisable.

Cyber Security and Records Back-up:

The Library has implemented all reasonable protections against cyber-attacks, including back-up. These procedures will remain undisclosed for security purposes.