

Cold Spring Harbor Library & Environmental Center

Disaster Plan

Approved December 7, 2020

IN THE EVENT OF A DISASTER, FIRE, OR MEDICAL EMERGENCY:

1. Get staff and public out of the danger area
2. Call 911 or
3. Cold Spring Harbor Fire Department 631-692-6772
4. Do not enter a damaged area until it has been declared safe

PURPOSE OF DISASTER PLAN:

OBJECTIVE: This Disaster Plan is designed to minimize injury and property damage in the event of a disaster, and implement a quick recovery.

DEFINITION: A disaster is a serious disruption of the functioning of the library, which involves impacts that exceed the ability of the library to address them in the normal course of business.

PREVENTION:

- Preventive maintenance and inspections are performed routinely to prevent disasters caused by human error or faulty equipment. (Fire alarm, sprinklers, HVAC, boiler, elevator, etc.)
- Extreme weather conditions are carefully monitored, and the building and parking lot closed when necessary.

DAMAGE ASSESSMENT AND CLEANUP:

DAMAGE ASSESSMENT:

In the event of a disaster, the following steps will be taken by the Administration and the Buildings and Grounds Manager:

Assess the damage:

- How much damage has occurred?
- Is the damage confined to one area or is the entire building damaged?
- What kind of damage is it (water, smoke, etc.)?
- What types of materials have been damaged (books, computers, furniture, carpets, etc.)?
- Can the materials be salvaged by an in-house effort or will outside help be needed?

Steps to be taken:

- Document the damage by a written description and by photographs.
- Complete incident report noting location, date, time and other details of the disaster
- Contact recovery and clean-up companies.