



Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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LEVITTOWN PUBLIC LIBRARY

DISASTER MANAGEMENT POLICY

POLICY AND PLANNING

1. Introduction

The Levittown Public Library (the "Library") is committed to protecting the records and facilities entrusted to its care, as well as to its patrons and staff. A disaster management plan is the method the Library uses to meet these obligations. Such a plan helps the Library evaluate its risks, develop ways to reduce the chances and effects of a disaster, limit loss or damage, and ensure the prompt resumption of essential Library services after a disaster.

Records management is a critical element of the Library, and the overall objectives of this plan are to safeguard Library records while protecting human life and to guarantee the availability of essential Library services in the event of a disaster. Specifically, this disaster management plan documents the policies and procedures related to planning for, preventing, responding to, and recovering from records-related disasters. The plan is general in nature and designed to function in response to any disaster, regardless of type or scale.

2. Assumptions of this Plan

This Plan cannot ensure that the Library will avoid all disasters or protect all records in the event of a disaster. The Library assumes, however, that a plan can prevent or limit the effects of any potential

threats by identifying those risks beforehand. With careful planning, the Library will reduce a disaster's impact on its records and services. The Library Director will ensure the incorporation of elements of this records-focused plan into the overall emergency operations strategies for the Library.

DISASTER MANAGEMENT POLICY

1. Purpose

The Administration Office Principal Library Clerk as records management officer, is responsible for and implementing procedures to ensure the maintenance, accessibility, and preservation of Library records. This disaster management policy defines how the Library will develop and maintain its disaster management plan for the protection of vital and archival Library records.

2. Scope

This policy covers the records of all Library departments, whether stored in Library offices, onsite records storage, or offsite.

3. Policy

The Library will demonstrate a commitment to effective disaster management by ensuring the following:

- The Library has reasonable and effective disaster management policies and procedures in place.
- The Library records management officer, with the cooperation of individual departments, develops priorities for the management and protection of Library records.
- The Library's disaster recovery team carefully assesses and re-evaluates risks to its records and its essential services.

- Library personnel periodically evaluate disaster control requirements and upgrade these when necessary.
- The Library emphasizes disaster prevention over response and recovery.
- The Library Director assigns disaster management responsibilities.
- The Library ensures that the disaster recovery team receives appropriate training.
- The Library Director ensures monitoring of preventive measures.
- The Library Director ensures that all personnel are familiar with the disaster management policy and plan.
- The Library Director ensures that the disaster management policy and plan are integrated into the Library's overall emergency planning strategies.
- The Library Director ensures the review of the disaster management policy and plan.

4. Promulgation of the Policy and Plan

The Library Director will distribute the disaster management policy and plan to Library staff.

5. Monitoring and Review

Since the disaster management policy and plan are living documents, the Library Board will oversee their review and update them when needed.

PREVENTION

1. Introduction

Prevention is key to effective disaster management. It is always better to prevent or minimize an incident than to implement response, salvage, and recovery procedures. Many Library records are irreplaceable, so the Library will address this component of the plan as part of plan review and through regular maintenance practices.

Prevention means anticipating and controlling potential hazards to manage records. Correcting minor or chronic problems before they become serious can prevent incidents from becoming disasters that destroy or damage records. Repairing damaged records can be expensive and time-consuming, and it deprives the Library of access to records, thereby reducing the Library's ability to provide an expected level of service.

For the purposes of prevention, the Library will undertake the following routine activities:

- conduct building inspections to ensure that facilities do not and will not negatively affect the physical condition of records;
- inventory the Library's records to identify those vulnerable to environmental risks such as high temperature; and
- review and improve records access, care, handling, storage, and disposition practices.

Building floor plans that are part of the disaster management plan must include records salvage priorities so that staff can quickly locate valuable records in the event of an actual disaster.

2. Roles and Responsibilities

The Library Director will

- ensure that staff manage records;
- determine that the storage of fragile records will be unlikely to cause their damage or destruction;
- review and update the records management needs assessment, putting into place new or upgraded controls and procedures as required; and
- bring to the attention of the Library Board any problems that may affect records.

Building maintenance personnel will

- undertake building inspections twice a year

- take corrective actions to eliminate deficiencies identified in building inspection reports;
- advise contractors of what precautions to follow when renovating or repairing facilities; and
- communicate all pertinent information to the Library Director.

Records management staff and others with records responsibilities will

- manage records according to State Archives guidelines;
- implement and maintain regular backup procedures for electronic records and store these backup copies in a safe and secure location offsite;
- prevent unauthorized access to electronic records by securing equipment and storage facilities, installing computer firewalls and virus detection software, limiting access to LAN servers, and adopting other security measures where appropriate; and
- bring to the attention of the Library Director any problems that may affect records.

3. Site Maintenance and Inspection

An essential part of this disaster plan is to reduce the chances that the Library will suffer a disaster. For that reason, the head of maintenance will ensure that the Library is inspected for potential risks at least quarterly using the Library's risk identification checklist.

RESPONSE

1. Introduction

The Library must respond to any disaster in a quick and organized manner. Planning an appropriate response is always difficult because of the unique nature of every disaster. Since the Library cannot schedule disaster response ahead of time, it cannot be sure all members of the disaster recovery team will be available to help. Additionally, response can entail many hours of difficult physical work in potentially dangerous situations, so Library personnel must be careful to ensure their own safety during any disaster response.

2. Roles and Responsibilities

The first person to discover a records disaster or to determine one is imminent will

- contact the Library Director to initiate the disaster response;
- contact the Assistant Library Director if the Library Director is not available; and
- contact appropriate emergency response units (fire, police, ambulance).

The Library Director will

- serve as the leader of the disaster recovery team;
- ensure that the team contacts appropriate emergency response units;
- contact the first person on the disaster recovery team's phone list, and indicate where and when team members will congregate;
- arrive at the scene as quickly as possible;
- begin the initial damage assessment;
- determine methods of response to address this particular disaster;
- contact any professionals, such as ServPro for fire and water cleanup & restoration, needed to help with the response;
- organize and direct the disaster response team;
- oversee the general disaster response as it relates to records; and
- communicate and coordinate activities with official disaster response units (fire, police and ambulance).

The disaster response team will

- contact the next person on the disaster response team's phone list; if that person is not available, contact the following person;
- arrive at the scene by the time and at the location indicated; and
- follow the directions of the Library Director.

3. Actions to Take in Case of a Disaster

A. Security

First establish security so that only authorized personnel enter the affected areas. Establish a cordon around the affected area, staffed by police or members of the disaster response team, as appropriate. Limit the number of people entering the area to reduce the chances of injury and theft.

B. Stabilization of Area

Before attempting to recover any records, first determine the source of the problem. Wait until all fires are quenched, excess water is drained, and unstable structures are dismantled. Do not enter any structure until the fire department tells the Library Director that the building is safe to enter.

If the building is not safe for Library Staff to enter, the Library Director will work with the fire department to determine whether firefighters can use the floor plans and records salvage list to retrieve the Library's most valuable records. If the building is too dangerous for anyone to enter, the Library Director will develop a salvage plan with the fire department.

If the area is flooded, first clear any drains to empty the water. Keep in mind that water conducts electricity, so turn off the power before entering a room with standing water.

After removing the water, keep the temperature below 65 degrees Fahrenheit, which will be cold enough to retard mold growth. Run fans to circulate air and dry out wet areas. Run dehumidifiers to reduce dampness. Remove all discardable, wet materials such as carpets, paper supplies, and empty storage cartons.

C. Stabilization of the Records

Use rubber gloves to handle all materials, and wear appropriate face masks if mold is present in the area. Immediately use the "Records Salvage Priority List" to identify and relocate any vital or archival records. Begin with any records threatened with further damage because they are submerged, about to fall to the ground, or otherwise vulnerable. If any boxes are falling apart, temporarily store the records in plastic containers or standard cubic-foot cardboard boxes (if plastic ones are not available). Move all re-boxed records to a dry, sheltered location. If records are wet, do not leave them permanently in the boxes used for moving; either dry them under fans or contact ServPro, a freeze-drying specialist immediately.

RECOVERY AND BUSINESS CONTINUITY

1. Introduction

The line between disaster response and recovery is not always distinct. Response relates to all actions required to assess the extent of the disaster, identify methods needed to save records, and protect property and human life. Recovery relates to actions taken to resume the normal business activities of the Library.

2. Roles and Responsibilities

The Library Director will

- verify the availability of temporary work space; and
- ensure the availability of adequate furniture to conduct Library work.

The IT Specialist will

- verify the availability of adequate computer equipment and telecommunications at the temporary site;
- acquire rented computer equipment; and
- set up adequate computer systems to run essential Library services.

REVIEW

1. Introduction

Disaster management requirements will change over time, so the Levittown Public Library will review this plan to guarantee its continuing effectiveness and relevance to the Library's overall emergency operations.

2. Roles and Responsibilities

The Library Director will be responsible for calling together the disaster response team to review the disaster plan.

The Head of Maintenance is responsible for keeping the Library in good condition to minimize natural or structural risks that might invite disasters.

3. Frequency of Review

The disaster response team will review the disaster plan.

A. Event-Driven Review

After any disaster response and recovery the Library Board will review the disaster and its response. The Library Board will use that information to revise the disaster plan, as necessary.

4. Testing the Plan

The Library Director is responsible for testing the plan to ensure that it is a useful tool for the Library.

Distributing the Plan

After any modification to the plan, the Library Director will distribute amended copies to all Library staff and ensure the storage of copies offsite. The Library Director will mark all updates to ensure that the disaster recovery team does not inadvertently use old information.

Adopted by the Board of Trustees on September 11, 2013.