

MAIN LIBRARY
POWER OUTAGE / EMERGENCY PROCEDURES

a. Procedures in the event of a Power Outage

- 1) Determine if the outage is just the library or if it includes the surrounding neighborhood. FYI. Elevator will return to the first floor and doors will open. Then elevator will stay that way until power is restored and it is reset.
- 2) Wait 15-30 minutes to see if the power comes back on. If power resumes, run all required checks on library technology, including but not limited to the ILS and wireless network, before allowing the public to resume business.
- 3) IF power does not resume, for safety reasons (particularly at night) evacuate the building of all members of the public. During the 15-30 minute wait time – set up the off-line circ so customers can check out materials as they leave the building. If possible, make an announcement on the PA and have staff circulate around the building asking members of the public to pack their belongings and leave. Staff should patiently assist members of the public, this is not a “life or death” type of emergency, in evacuating the building.
- 4) Supervisor of the day has the authority to close the library. Supervisor decides if PT staff should be released for the day (loss of pay) or staff will continue to work in dark building. There must be work to be performed if PT staff is requested to stay and work. At least one supervisor must be in the building with PT staff. FT staff should be directed to do other work during the closure to complete their regular shift unless the supervisor has determined it to be hazardous to continue working.
- 5) Supervisors have the responsibility for decisions regarding language on signs to be posted on the doors and/or deciding if the library should remain closed or re-open should power be restored.

When power is restored:

- 1) Check all technology systems
- 2) Upload any off-line circ information to system
- 3) Reset elevator to put back into service
- 4) Enter all new library card applications before checking in returned materials.
- 5) Check-in all returned materials
- 6) Reset all clocks in the building
- 7) Reset Bay Alarm panel (by staff door in delivery room)

Re-open the building

Monitors (1st floor): Primary : Circulation Supervisor (or senior staff on duty)
Secondary : Childrens Supervisor
(or senior childrens staff on duty)

Monitor (2nd floor) : Primary : Adult Services Supervisor
(or senior librarian on duty)
Secondary : Reference Librarian on duty