CHEEKTOWAGA PUBLIC LIBRARY
DISASTER PREPAREDNESS AND RESPONSE PLAN

1. Introduction and Purpose

The Cheektowaga Public Library (CPL) recognizes that emergencies and disasters may occur as a result of natural events, fire, facility damage, or other incidents, including those caused by external forces. The Library maintains a disaster plan to provide guidance for responding to such events and to support the safety of individuals, the protection of Library property and resources, and the continuity of Library operations to the extent possible.

The purpose of this plan is to establish a general framework for preparing for, responding to, and recovering from emergencies that may affect Cheektowaga Public Library facilities, employees, patrons, collections, equipment, and operations. The plan is intended to guide staff and Board members in taking appropriate actions and coordinating responses based on the circumstances of each emergency.

The Cheektowaga Public Library shall maintain its disaster plan and review it periodically to support organizational preparedness and the Library's ongoing commitment to serving the community.

2. Scope

This plan applies to all Cheektowaga Public Library locations and operations, including:

Anna M. Reinstein Memorial Library
2580 Harlem Road
Cheektowaga, NY 14225

Julia Boyer Reinstein Library
1030 Losson Road
Cheektowaga, NY 14227

3. Emergency Priorities

During any emergency, the Library's priorities shall be:

1. Protecting the health and safety of employees and patrons.
2. Contacting emergency services when necessary.
3. Protecting library property, collections, and equipment when safe to do so.
4. Maintaining or restoring essential library services.

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4. Authority and Responsibilities

The Library Director, or designated representative, is responsible for coordinating the Library's response to emergencies, including building closures, notifications, communications, and recovery efforts.

Managers and employees are responsible for following established emergency procedures and reporting unsafe conditions or incidents. Emergency responders and appropriate authorities shall direct emergency operations within their jurisdiction. The Library Director or designee may take necessary emergency actions, including closing facilities, suspending services, relocating staff, or restricting access to Library property when conditions warrant.

5. Emergency Response

The Library shall maintain procedures for responding to emergencies, including but not limited to:

- Fire and evacuation.
- Severe weather and flooding.
- Power and utility outages.
- Water damage and building emergencies.
- Medical emergencies.
- Security threats.
- Hazardous materials incidents.
- Technology and communication failures.

Employees shall follow established emergency procedures, evacuation instructions, and directions from emergency personnel. Staff shall not place themselves or others at risk in attempting to protect Library property or resources.

6. Communication and Coordination

The Library Director or designee shall coordinate communication with appropriate personnel and agencies, which may include the Board of Trustees, library management, the library system, the Town of Cheektowaga, emergency services, contractors, and other necessary parties. When appropriate, the Library shall communicate closures, service interruptions, and significant operational changes to employees, patrons, and the public through available communication channels.

7. Building Closures and Continuity of Operations

When conditions require a temporary closure or interruption of services, the Library Director or designee shall coordinate appropriate actions to protect employees and patrons. When possible, arrangements may be made to maintain or restore services through alternative locations or other available resources.

Reopening shall occur when conditions are determined to be safe and operationally appropriate.

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8. Recovery

Following an emergency, the Library shall take appropriate steps to assess damage, arrange necessary repairs, document losses, restore services, and protect library property and collections.

9. Preparedness and Maintenance

The Library shall maintain emergency procedures and resources appropriate to its facilities and operations. An emergency file for each CPL library location shall be created and maintained by the Library Director or designated staff. These files shall be updated as needed and made available to staff in both electronic and physical formats to ensure their readiness and accessibility during an emergency. These files shall contain detailed operational procedures, emergency contacts, building information, and response checklists. The Library Director shall periodically review the plan and recommend updates as necessary. Staff shall be informed of emergency procedures applicable to their work locations and responsibilities.

10. Board Review and Approval

The Board of Trustees shall review and approve this Disaster Preparedness and Response Plan. The Library Director shall be responsible for administering the plan and maintaining the supporting operational procedures and emergency files.

Adopted by the Cheektowaga Public Library Board of Trustees on ----

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