



## **Commack Public Library Disaster Plan**

**Objective:** Aid the administration and staff of the Commack Public Library in dealing with a disaster

**Authority:** The Library Director assumes the role of Library Emergency Disaster Coordinator and the Assistant Library Director assumes the role of Assistant Library Emergency Disaster Coordinator. If the Library Director or Assistant Library Director are not in the building, the normal chain of command will determine which staff member assumes this role until the Library Director or Assistant Library Director is onsite. In situations that may be considered disasters, the Board President should be contacted as soon as possible with the remaining board members contacted shortly thereafter.

All staff should understand that in a disaster situation, employees are encouraged to take appropriate action and make appropriate decisions for the safety of the staff and the public.

The Library Emergency coordinator will:

1. Take immediate control upon being notified of a disaster
2. Make immediate decisions regarding emergency responses
3. Order activation of responses
4. Notify appropriate outside agencies
5. Work with outside agencies during and after the disaster
6. Document all activities for multiple purposes

Types of Disasters:

1. Weather-Blizzard, flood, hurricane, earthquake, tornado
2. Fire or explosion
3. Bomb threat
4. Loss of utilities
5. Noxious smells
6. Structural failure
7. Motor vehicle accident
8. Drug overdose



## 9. Mandatory lockdown

Attached:

1. Diagram of the Commack Public Library with emergency egresses and exits as well as location of the AED
2. Emergency Telephone Numbers
3. Main Utility Shut-Offs
4. Fire Extinguishers and Pull Station Locations











This plan will be updated in the next several months with additional information concerning each type of disaster.

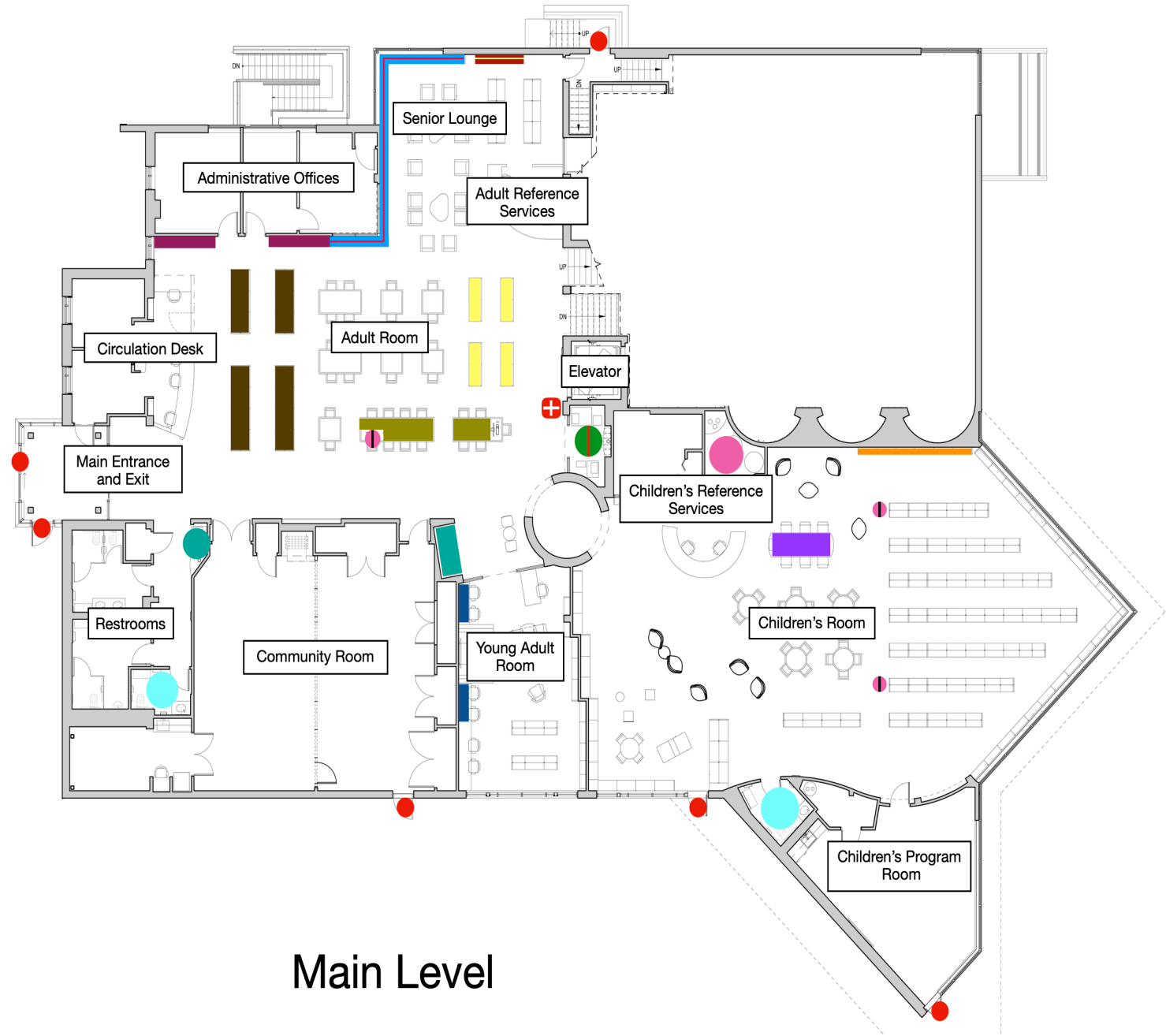
Adopted by the Board of Trustees on 3/23/2021

# Commack Public Library

## Floor Plan

### KEY:

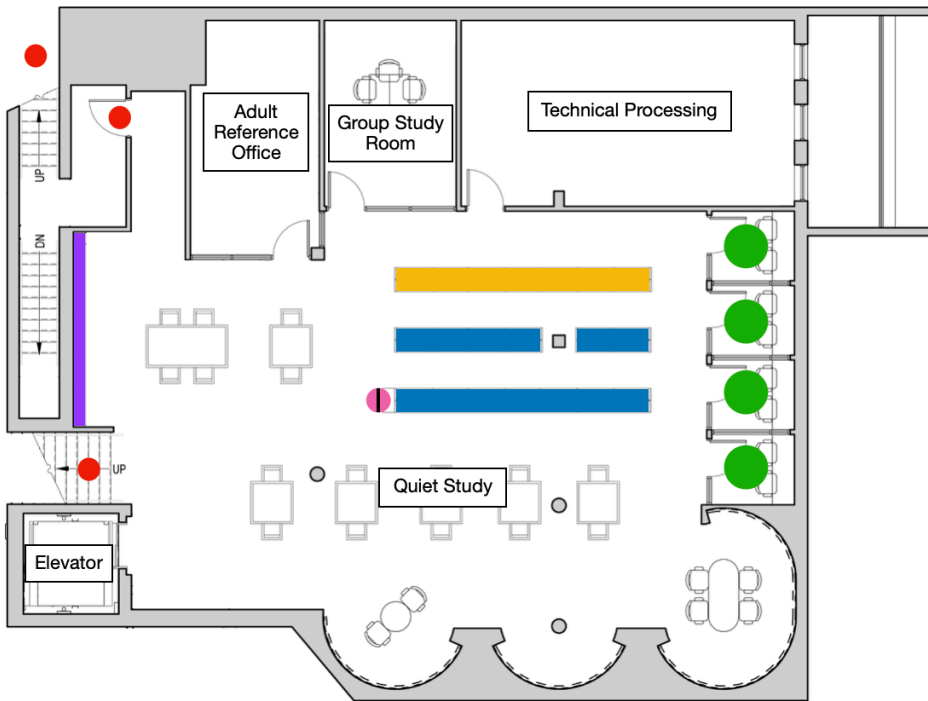
-  Magazine Collection
-  Newspapers
-  New Book Collection
-  Copiers
-  Future Sensory Room
-  Children's Media Collection
-  Online Public Access Catalog
-  Compact Disc Collection
-  DVD/Blu-ray Media Collection
-  Adult Computers
-  Young Adult Computers
-  Children's Computers
-  Vending Machines
-  Family Restrooms
-  Emergency Exits
-  AED



Main Level

**KEY:**

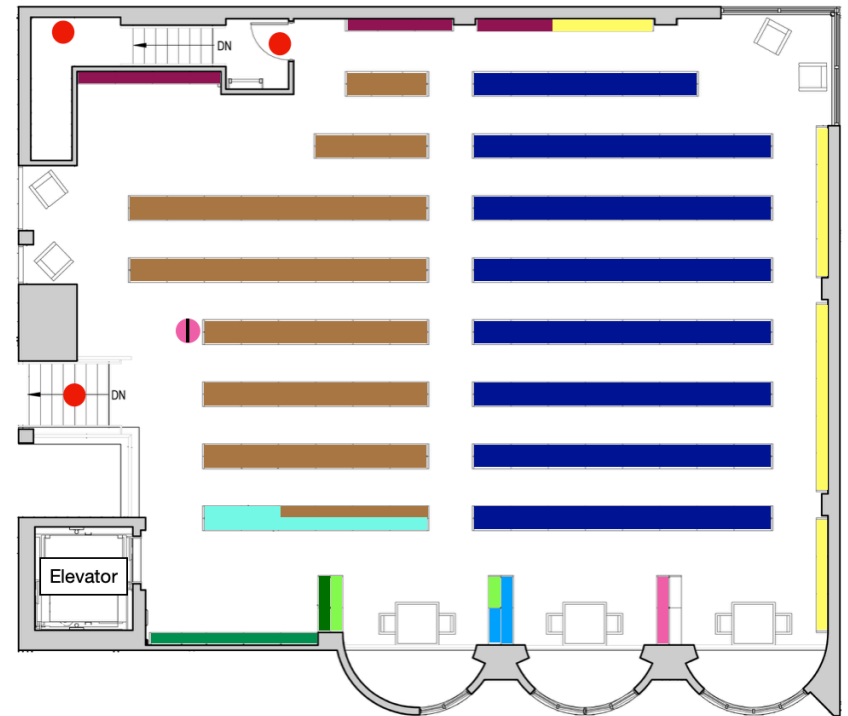
- Quiet Study Rooms
- Adult Reference Collection
- Online Public Access Catalog
- Large Print Collection
- Travel Collection
- Emergency Exit



Lower Level

**KEY:**

- Adult Fiction Collection
- Adult Non-Fiction Collection
- Adult Paperback Collection
- Adult Biography Collection
- Adult Audiobook Collection
- Adult Playaway Collection
- Foreign DVD/Blu-ray Collection
- Non-Fiction DVD/Blu-ray Collection
- Foreign Language CD Collection
- Online Public Access Catalog
- Emergency Exits



Upper Level

## Emergency Telephone Numbers

Air/Heat	TA Commercial Services	516-858-7240
Ambulance	Commack Ambulance Corps	631-499-9342
Cesspool	Tom Egan	631-368-9311
Electric	PSE&G	800-350-7734
Electrician	Roland's Electric	631-242-8080
Elevator	Noble Elevator	631-981-4100
Exterminator	Orkin	1-800-696-7546
Fire	Commack Fire Department	631-499-6690
Fire	Suffolk County Fire Rescue	631-852-4817 - Account Code 0582
Fire Alarm	Simplex	800-746-7539
Fire Sprinkler	Quality Fire Inspections	631-974-4014
Gas	National Grid	800-490-0025
Insurance	Utica National	315-235-6600
Insurance Broker	Epic Brokers	631-390-9794
Landscaping	P&M Property Management	631-780-6736
Plumber	Plumbwell Services	844-758-6293
Poison	Poison Control	1-800-222-1222
Police	Suffolk County 2nd Precinct	631-854-8200
Security Alarm	ADT	1-800-238-2727
Snow Removal	P&M Property Management	631-780-6736
Sprinkler	Pending	Pending
Telephone	Optimum	1-866-200-7273
Water	Greenlawn Water District	631-261-0874

### Main Utility Shut-off

Service	Location
Natural Gas	North West Corner of the Building
Hot Water Heater	Basement - Large Storage Room
Hot Water Heater	Main Level - Custodial Closet
Hot Water Heater	Plenum - Children's Program Room
Elevator	Basement - Elevator Mechanical Room
Main Electric	Basement - Utility Room
Sprinkler - Fire	Main Floor - Community Room Closet
Sprinkler - Lawn	Main Floor - Community Room Closet
Water Main	Main Floor - Community Room Closet

## Fire Extinguishers & Pull Stations

Location	Fire Extinguisher	Pull Station
Basement - Utility Room	Yes	No
Basement - Hallway	Yes	No
Basement - Break Room	Yes	No
Basement - Elevator Lobby	Yes	No
Basement - Elevator Machine Room	Yes	No
Basement - IT Office	Yes	No
Lower Level - Elevator Lobby	Yes	No
Lower Level - Technical Processing	Yes	No
Lower Level - Reference Office	Yes	No
Main Level - Elevator Lobby	Yes	No
Main Level - Front Entrance	No	Yes
Main Level - Teen Room	Yes	No
Main Level - Children's Office	Yes	No
Main Level - Children's Egress Door	No	Yes
Main Level - Outside Children's Restroom	Yes	No
Main Level - Children's Program Room	Yes	Yes
Main Level - Community Room	Yes	Yes
Main Level - Patron Restroom Hallway	Yes	No
Main Level - Stairway Egress	No	Yes
Upper Level - Elevator Lobby	Yes	No