

POWER OUTAGE POLICY

In the event of a power outage at the J. V. Fletcher Library, staff, headed by the Building Supervisor of the Day, is to observe the following procedure:

- *During daylight hours, library staff should plan to remain open for one half hour in the eventuality that power is restored within that timeframe, and full service may be resumed. The Building Supervisor will call nationalgrid at 1-800-465-1212 using a cell phone to advise them of the outage and to determine if power will be restored shortly.*
- *During nighttime hours or overcast winter hours, when staff and the public are solely dependent on battery-powered emergency lights, staff are to begin the closing and lock-up procedures immediately and usher all patrons and meeting attendees from the building.*

APPROVED BY BOARD OF TRUSTEES 12/7/98; REVISED 4/2/01; 9/9/02;
4/4/16.

POWER OUTAGE PROCEDURE

SYSTEMS WHICH WILL NOT OPERATE:

- The HVAC system and the parking lot lights will not work in a power outage.
- The elevator will descend to the bottom floor and both doors will open. Staff will meet the elevator at the lower level to assist and reassure any patrons or staff who might be in the elevator.
- The Building Alarm cannot be set or re-set in the event of a Power Failure; if the Alarm Monitoring company contacts staff that the Alarm System is down because of a power outage, no action needs to be taken beyond an Incident Report the following shift.

CLEARING THE BUILDING OF PATRONS IN THE DARK:

- The Building Supervisor should delegate: making Safety calls; Main Desk Close-up; Fine Arts Close-up; Restroom & Meeting Room close-up; accompanying patrons to parked cars (front and rear). Apply Unattended Children's Policy as needed.
- For reasons of safety and liability, patrons will refrain from selecting materials, may check out items in hand on downsheets and will then be immediately escorted outside to their parked cars by staff.
- Meeting Room attendees will be escorted out of the building, complying with the instructions of staff per the language in the *Meeting Room Policy*.
- Plug-in and handheld flashlights at each workstation and building level should be used by the staff in closing down, emptying the

building and seeing the public and staff to their parked cars (both front and rear).

- Staff will leave together for safety purposes, with at least one flashlight.

CLOSING PROCEDURE/ALERTING OTHER SHIFTS:

- Staff should turn off:
 - all computers and PC's
 - UPS units
 - the lighting panels under Main Desk
 - bathroom and meeting room light switches
 - key off elevator access
- Contact the Director and Asst. Director to call in a message to the auto-attendant and put a message on the website in order to alert the public that the library is closed.
- The Building Supervisor should start the calling tree to alert incoming staff; however, the Director or Asst. Director may reopen the library later in the day at a reasonable shift break should power be restored.

PREPARATIONS FOR AN EXTENDED POWER OUTAGE

- Print out the Personnel Schedule off the LAN for the next upcoming week
- Print out the Meeting Room Calendar off of FirstClass for the next upcoming week
- Set Refrigerator and Freezer temperature controls to HIGH
- Take four Book carts down to Technical Services (for Book drop Returns)
- Relocate gerbils to a household
- Assign Book drop emptying and Mail pick-up
- Assign Daily Monitoring of Facility

UPON RESTORED POWER:

- Reset the DAY and TIME on all thermostats
- Check System Water Temperature
- Reset Parking Lot Light Timers
- Return Gerbils
- Replace UPS units as needed