

Effective Date: January 2005

### Power Outage Policy

When the power goes out, library staff and patron safety is of primary concern.

#### *Payment:*

Staff at work or scheduled to work will be paid for hours lost because of closing, whether they are at work at the time of closing or not, but they shall remain on 'stand by' during the length of their scheduled shift, in case power is restored.

### Power Outage Closing Procedure

The following actions will be taken in the event of an emergency closing:

- **Daytime power outage:** If power is not restored **within fifteen minutes**, library patrons and staff must evacuate the library building
- **Nighttime power outage:** If power is not restored **within five minutes**, library patrons and staff must evacuate the library building
- Before closing or posting about the power outage, the Director/Designee shall report and ascertain the estimated duration the power outage (if available) by calling the automated hotline or using the online form:
  - National Grid Power Outage Hotline (Automated): 1-800-867-5222
  - Online Form: [www1.nationalgridus.com/ReportorCheckOutage-NY-RES](http://www1.nationalgridus.com/ReportorCheckOutage-NY-RES)
    - Account Number: 57037-58100
    - Phone Number: 585-637-1050
    - Tax ID: 8025
- After the estimated power outage length of time checked, the Library Director/Designee will inform the staff and volunteers who are at work or scheduled to work that day that the Library is closed and, if an estimated time is available, when to expect the Library to reopen—staff shall remain on 'stand by' during the length of their scheduled shift regardless of expected duration, in case power is restored earlier than expected
- Staff will go around telling patrons that the Library is closing and, if needed, will aid those them in leaving the building using flashlights
- Programmers, whose programs will occur during the expected duration of the power outage or may be impacted, will contact registrants and/or visiting artists to notify them of the closing or delay
- The Library Director/Designee will input the closing on 13 WHAM's School and Community App: <http://13wham.com/weather/closings/school-closings-admin>

- The Library Director/Designee will inform the Seymour Library Board of Trustees and the clerks of the three municipalities
- The Information Desk staff member will post about the closing on the Library's social media accounts with the expected reopening, if any
- Library Director/Designee will send out an email to [mclslist@libraryweb.org](mailto:mclslist@libraryweb.org) to notify other member libraries of the closing and expected reopening, if any
- **Checking Items Out of the Library:** Since there is no power, the computers will not be operational—if requested, items shall be held for patrons through the following day
- If the Library reopens the following day, staff will check in all items returned on the following day with the date of the previous day
- Library patrons shall not be allowed to enter the library building when the power is off
- If the Library is closed, staff shall follow all closing procedures and will check the library proper to ensure that all patrons have evacuated the building
- **Alarms:** The fire, security and HVAC alarms will automatically reset once power is restored--there is no need to contact anyone
  - If this is *not* the case, the Director/Designee shall call West Security at 663-8530. The account number is 551450. **Call the Central Station @ 461-6588 for false alarms.**
  - **If there is a need to reset the system:** follow that procedure
- Computers will automatically shut down if the power goes off; when the power is restored, reboot all PCs
- Before leaving the building, staff shall turn off all lights
- **Flashlights** are located at the Information Desk (*bottom left drawer*), Circulation Desk (*shelf below stand up PC*), Children's Librarian's desk (*top right drawer of Children's Room desk*) and in the back room area on the shelf above the counter, across from the staff copier

**Adopted:** January 2005

**Revised:** March 2019

**Reviewed:**