

## **DISASTER RESPONSE PLAN**

**Cheney Library**

**Hoosick Falls, NY 12090**

**Updated November 2025**

## **DISASTER RESPONSE PLAN**

This disaster plan was created November 2025 by

Library Director

Mary Lucey

Board Members:

Mary Haynes

Emily Sanders

Eliza Bouplon

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Layout of the building (see attached library map), location of all fire extinguishers and alarms and how to operate them; Fire exits and alternate escape routes; and evacuation procedures.

**Fire**

1. Call 911
2. Assist in evacuation of building through front and/or basement doors
3. Notify: Library director:  
Mary Lucey.....
4. Do not re-enter the building until it has been declared structurally sound.

**Water**

1. Call:  
Library Director: Mary Lucey.....  
Backup Contact: Eliza Bouplon.....
2. Contact Plumber/facilities staff:  
All Out Waste Management ..... (802)-217-2016  
ServPro ..... (518)-677-0409

**Active Shooter**

1. Activate the “Portable Panic Button” keychain located at the library desk or with a staff member.
2. Follow the Run, Hide, Fight Protocol:
  - a. Run (Evacuate): If a safe escape path is accessible, evacuate staff and visitors immediately.
  - b. Hide (Secure in place): If a safe escape path is not possible, find a secure

location out of the shooter's view.

c. Fight (As a last resort): If lives are in imminent danger and evacuation and hiding is not possible, attempt to incapacitate the shooter.

### **Tornado**

1. Evacuate staff and visitors when instructed to the location given by local safety officials.
2. Remain in shelter until radio announcement declares it is safe to emerge.
3. Do not re-enter building until it has been declared structurally sound.

## **EVACUATION PROCEDURES**

**In the events of an evacuation, follow the RACE protocol:**

### **RACE:**

**Rescue**—ensure that everyone is out of the library.

**Alarm**—pull alarm; call 9-1-1

**Control**—if possible, use fire extinguisher

**Evacuate**—get out via the front entrance or basement exit

- Fire: Exit out front door or basement door
- Tornado: Take stairs to the basement

## **Preliminary Control Procedures:**

1. Follow procedures on the Emergency Instruction Sheet.
2. Get people out of the area.
3. Take steps to shut off water if possible.
4. Protect endangered areas with plastic sheeting or other appropriate means.
5. Catch dripping water in buckets, waste baskets, etc.
6. Monitor area for water dripping from new areas
7. Take necessary steps to stabilize the environment. Air should be circulating; ideal temperature and humidity are 65 degrees F and 50% Relative Humidity.

## **Avoid:**

- Entering an area until it has been declared safe.
- Attempting to open a wet book
- Attempting to close an open book that is swollen.
- Using mechanical presses on wet materials.
- Attempting to separate books that are stuck together.
- Using bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
- Using colored paper of any kind during salvage and recovery operations.
- Packing newly-dried materials in boxes or leave them unattended for more than two days.
- Placing saturated materials next to lightly damaged materials.
- Removing covers from books.

## Emergency Services

### Company/Service

### Contact/Phone #

Fire Department..... Carlton Coon: (518)686-9650

Police/Sheriff.....Ryan J. Mahan: (518) 686-7651

Ambulance.....Jack Kervin: (518) 686-4105

Poison Control.....(800) 222-1222

County Emergency Management Agency.....Jay Wilson: (518) 906-4180

Hospital Facilities.....Southwestern Vermont Medical Center: (802) 442-6361

Sewer Department.....Ken Holbrook: (518) 686-7701

Water Utility.....Village Water Department: (518) 686-0200

Hazardous Material: .....SERVPRO: (518) 677-0409

Tree Removal.....Hoosick Falls Arbor Company (Matthew Laporte): (518) 859-7252

Plumber..... All Out Waste Management: (802) 217-2016

Electrician.....JA Bradley (Scott Stroffolino): (518) 701-3233

Carpentry and Roofing.....All Phase Contracting (Ian Hasslinger): (518) 308-5143

Heating and Oil.....Doug's Oil: (518) 686-7617

Electrical Services.....National Grid: (800) 642-4272

Telephone Services.....Lingo: (888) 445-4646

A copy of the Emergency Services Contact will be kept with all plans, both on and off site. This list will be copied for library administrators and staff.

### **Non-Emergency Services Contacts**

Upper Hudson Library System.....Chris Sagaas (518) 437-9880 Ext: 222

Building Maintenance.....Don McCabe

Grounds Maintenance.....Jerry McAuliffe:

Insurance.....Marshall and Sterling (518) 348-1100

· Agent.....Sherri Kruman (518) 348-1100 Ext: 1334

Policy Number (Emily Sanders has a copy).....

### **Recovery Assistance Services Contacts**

Local Newspaper.....The Eagle: (518) 677-5158

Red Cross.....Eastern NY Region: (518) 458-8111

Moving Companies.....All Season Moving and Storage: (802) 375-9028

Water Removal Services.....SERVPRO: (518) 677-0409

Carpenters/Contractors.....All Phase Contracting (Ian Hasslinger): (518) 308-5143

Plumbers.....Carl Coon:

Computer Vendors.....UHLS: (518) 437-9880

**Preservation Resources**

M.E. Grenander Department of Special Collections and Archives.....(518) 437-3935

**Conservators/Specialists Resources**

Paper & Book: M.E. Grenander Archives at UAlbany.....(518) 437-3935

Computer Records..... UHLS: (518) 437-9880

## **DISASTER RECOVERY**

Many disasters result in water-damage; mold can develop within two or three days. The following steps are recommended for an effective recovery operation:

### **Step 1. Assess the damage.**

How much damage has occurred?

What kind of damage occurred?

Is the damage confined to one area or is the entire building damaged?

What types of materials have been damaged?

Are the damaged items easily replaced or are they irreplaceable?

Can they be salvaged by an in-house effort or will outside help be needed?

Document the damage by a detailed written description and by photographs for record purposes.

Contacts should be made at this time with the sources of supplies and services.

### **Step 2. Stabilize the environment.**

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees and 50% humidity.

### **Step 3. Clean and Recover**

1. Remove damaged items; stabilize the environment and thoroughly cleanse the

- area. Scrub with soap and a fungicide floors, ceilings, and all furniture and equipment. Mold develops rapidly under carpeting and its padding. Only professionals should remove smoke odor or fog with fungicides or insecticides.
2. Separate damp materials: remove the contents from drawers; take photographs out of damp albums; remove paintings and prints from frames; place white paper towels between the pages of wet books.
  3. Clean gently. Loosen dirt and debris on fragile objects gently with soft brushes and cloths. Avoid rubbing, which can grind in dirt.
  4. Damp objects and items that cannot be dealt with immediately should be put in open, unsealed boxes or bags. Photos, papers, books, and textiles should be frozen or discarded if they cannot be dried within 48 hours.

## **SALVAGE PRIORITIES**

Historical books are located in the first four shelves of the bookcase next to the circulation desk.

## **Potential Back-Up Library Locations**

24 Main Street (Old Thorpe's Pharmacy)

69 Church Street (Old Hoosick Falls Senior Center)

1 Mechanic Street (Former AlliedSignal Laminate Systems)

## **Locations of Plan**

A hard copy of the Disaster Response Plan will be kept in the library in the director's office in the Cheney Library.

Hard copies will be kept off site with staff and board members.