

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.*
- *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.

POWER OUTAGE PROCEDURE

SYSTEMS WHICH WILL NOT OPERATE:

- The library telephone system does not work without electricity (however anyone placing a call to the library will hear the call ringing.). Use the blue princess emergency telephone at the Main Desk. The elevator will descend to the lowest level and the doors will open.
- The HVAC system and the parking lot lights will not work in a power outage.
- Various equipment will need to be restarted or turned off.

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:

- Desk staff should turn off all computers, PC's, and the lighting panel; follow other normal close-up steps.
- The answering machine should be turned on (even though there is no power).
- Evening Maintenance staff (or designee of the Building Supervisor) should turn off bathroom and meeting room wall switches and empty Meeting Rooms of patrons.
- Should the Director and Asst. Director not be on site, either should be alerted at home to call in a message to the answering machine (once electricity is restored) 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.