

Raquette Lake Free Library Disaster and Emergency Plan

The Raquette Lake Free Library is not located in a geographic zone prone to natural disasters. However, natural or man-made emergencies or disasters may occur, such as, but not limited to:

- Inclement weather
- Prolonged power outage
- Failure of the Library's heating system
- Fire
- Flooding
- Storms
- Public Health Crisis
- Other unsafe or unhealthy conditions

In case of an emergency, please remain calm and follow instructions by the Library Director, who will, depending on the nature of the emergency, do the following:

- Call 9-1-1
- Contact the Raquette Lake Volunteer Fire Department at 315-354-4644
- Contact the Library Board or a single Trustee

Should the emergency situation warrant closing of the library (**for instance due to an extended power outage**), the Library Director may, after prior consultation with the Library Board or a Trustee, proceed to close the library. The **Library Director** shall do so by (**and when reasonably possible**):

- Posting notice on the website
- Affixing notice on the door
- Informing staff members and patrons present

All library activity will be halted for the duration of the closure until the Library Board votes to reopen the library. Loan periods will be extended, and late fees will not incur.

Adopted on