

Disaster Preparedness And Recovery

Steps To Take During Weather Emergencies

PLAN AHEAD!

Take steps now to ensure that you will be able to recover smoothly from a weather emergency.

- a. Have written procedures for staff to follow when shutting down and reopening the building.
- b. Label all equipment and cables ahead of time so that staff can tell what is the SAILS cable modem, the town cable modem, the wireless router, etc.
- c. Make sure that sensitive electronic equipment is up off the floor to protect it from water damage.
- d. Protect important information stored on desktop computers by performing a regular backup. Store backups off-site on a regular basis or use an online backup service, such as dropbox.com.
- e. Have a list of contact names and telephone numbers of emergency contacts. Keep a copy of the list off-site.
- f. Establish an email or calling tree for staff to keep them informed if the library is closed.
- g. Update your library's Facebook page and Twitter feed with the latest information.

1. If the library is closing early or will be closed when the bad weather is scheduled to arrive take the following steps:

- a. Send an email to support@sailsinc.org telling SAILS the library is closing early. If you are unable to email you can call SAILS at 800-331-3764 ext. 1. SAILS will send out an early closing email to member libraries.
- b. Shutdown all computer equipment
- c. Power down all computer equipment, telecommunications equipment, printers, photocopiers, small appliances.
- d. Unplug equipment from their power source.
- e. Turn off UPS devices (if you lose power for an extended period of time the UPS battery will be drained). Unplug the UPS after it is turned off.
- f. Unplug data cables from computer equipment, telecommunications equipment, and cable modems. Label the cables so you know how to plug things back in again.
- g. Make sure more than one person in the library knows how to reconnect the equipment.

2. If the library is going to be off-line for an extended period of time (you have no power, snow can't be cleared, or there is a HVAC failure) email support@sailsinc.org or call SAILS at 800-331-3764 ext. 1.

- a. SAILS will update your library's calendar to indicate that it is closed.
- b. SAILS will also send out an announcement that the library is closed.
- c. SAILS will run a report that updates due dates so that items will not fall due on days the library is closed.

3. When the library reopens email support@sailsinc.org or call SAILS at 800-331-3764 ext. 1. SAILS will send out an announcement that the library is open.

- a. Begin by plugging in and reconnecting the telecommunications equipment. Be aware that it can take 15-20 minutes for the cable connection to be reestablished.
- b. Plug in and reconnect your equipment, printers, etc. Don't turn the equipment on until everything is plugged in. If the equipment had been plugged into a UPS, plug the UPS in first and turn it on before plugging equipment into the UPS.