

Library and Cultural Affairs Department

RESOURCES

Personnel

- Administration
 - Library and Cultural Affairs Administrator (1)
 - Senior Staff Assistant (1)
- Library Division
 - Library Director (1)
 - Assistant Library Director (1)
 - Senior Librarians/Supervisors (3)
 - Librarians (3)
 - Librarian (Part Time) (2)
 - Senior Library Assistants (Full Time) (3)
 - Library Assistants (2)
 - Library Assistants (Part Time) (10)
 - Library Clerk (1)
 - Library Clerks (Part Time) (2)
 - Administrative Clerk (Part Time) (1)

In the event that a primary employee is unavailable to perform the tasks of his/her position, a secondary employee has been designated to fulfill the responsibilities.

- **Primary:** Library and Cultural Affairs Administrator
- **Secondary:** Library Director

OPERATIONS PLAN

CONDITION 5: Tropical Weather Outlook – Monitoring Tropical Activity

- Review Disaster Plan with attention to specific duties and responsibilities and possible alternatives in the event of an emergency.

CONDITION 4: Hurricane Alert – Advisory Indicating Potential Threat

- Department Administrator to alert Division Director of the emergency conditions and continue to monitor conditions.
- Division Director to ensure adequate provision of materials and supplies to address emergency conditions.

CONDITION 3: Hurricane Watch – Landfall Minus 48 to 36 Hours

- Begin to secure and protect records, equipment, and supplies from potential water damage. Where possible, store records in a safe location to reduce the threat of water damage.

CONDITION 2: Hurricane Warning – Evacuation Order – Landfall Minus 36 to 24 Hours

- Initiate closure of Library and vacate all participants.
- Notify parents/relatives of facility participants and request immediate pickup of children/participants.
- Provide for public notification of facility closures.

CONDITION 1: Landfall Minus 24 to 12 Hours

- Continue procedures for facility closure and records protection.

LANDFALL MINUS 12 TO 0 HOURS

- Library closed.
- Remaining library personnel to be released.

POST STORM / RE-ENTRY

- Once conditions are safe for re-entry, essential personnel may assess condition of library equipment and property.
- Prior to re-opening, Library Director or Administrator will arrange for building to be inspected by City Building Inspectors.