

## Appendix 6b

### **POWER FAILURE PROCEDURES**

The Library Director or her/his designee should try to determine the cause and extent of the power failure. Use the following numbers for information:

Town Hall, First Select Person's Office:	860-349-3625
Town Hall, Public Works:	860-349-8253
Eversource:	860-286-2000

- If the power does not return in five minutes prepare to evacuate patrons and staff from the lower level
- If the power failure is at night, proceed to evacuate the whole building, following the emergency/fire evacuation procedures already in place. Do not allow patrons to use rest rooms
- Put a sign on the door indicating that the Library is closed due to a power failure
- If power is expected to be restored shortly and it is feasible for staff to wait, employees should remain in the building. If power is not restored within 30 minutes after closing to the public, the director or her/his designee may elect to close the Library and dismiss staff
- Notify any staff member who may be reporting to work
- Inform groups who may have scheduled meetings

Please note:

- The alarm system has a battery backup so the building can be 'armed'
- Light switches and circuit breakers should be turned off so that when the power is restored the appropriate lights in the building are off

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