

DISASTER POLICY

PERU FREE LIBRARY

Director

Ensures disaster plan is updated regularly

Creates and maintains trustee telephone/email list

Ensures annual fire inspection is done properly

Assures fire extinguishers, smoke and carbon monoxide detectors are maintained

Maintains direct communication with Library Board

Begins salvage operations after building is deemed safe

Supervises staff and volunteers

Reestablishes computer network

Submits insurance claims

Oversees library closure procedure

 Short term closing (bad weather, burst sewer pipe, electrical outage, etc)

 Contact President then staff

 Post signs and announcements as soon as possible

 Long term closing (natural disaster, gas leak, fire, etc)

 Contact Library Board starting with President. The Disaster
 Response Team will swing into action.

 A meeting will be arranged to discuss long term plans.

Director and President

Contracts with construction companies for building restoration

President

Makes critical decisions in conjunction with Library Board and Director

Works with public safety officers to determine when building is safe for reentry

Vice President

Oversees utility restoration (electric, water, gas, etc.)

Treasurer

Facilitates emergency funding

Acts as financial liaison with FEMA, if appropriate

Director and Treasurer

Track and coordinate emergency expenditures

Authorize payment for supplies and services if needed

Secretary

Acts as a conduit for public information of the disaster

Contacts media with library related announcements, including library closure and reopening

Director and Trustees

Maintain historical library photos and documents

Emergency Evacuation Procedure

The librarian at the front desk is responsible for evacuation of the first floor and children's room. Emergency responders and the Library Director will be called at the earliest possible opportunity.

Location of Emergency Supplies

First Aid Kit: Back Office

Fire Extinguisher: 1st floor - near bathroom

7/26/2023