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 the 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
2nd floor - near bottom of the stairs

January 10, 2024