

# 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

## **Emergency Contacts**

Board President	Parker O'Mara: 315-409-6260
Vice President	Marque Moffett: 518-578-6778
Treasurer	Sara Richman: 518-420-5573
Secretary	Diane Haight: 518-578-3951
Trustee	Patrick Andrews: 518-578-0450
Trustee	Rocky Divoll: 978-502-4278
Trustee	Theresa Guynup: 518-593-7577
Trustee	Kristine Minster: 518-643-5144
Trustee	Melissa Whyman: 518-578-5443

January 2024