

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