

President

During and After A Disaster

- 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

Regular Duties

- Ensures insurance coverage is up-to-date

During and After A Disaster

- Oversees utility restoration (electric, water, gas)
- Contracts with construction companies for building restoration
- Submits insurance claims

Treasurer

Regular Duties

- Maintains historical library photos and documents

During and After A Disaster

- Facilitates emergency funding (Memorial Association if necessary)
- Acts as financial liaison with FEMA, if appropriate

Secretary

During and After a Disaster

- Acts as a conduit for public information of the disaster
- Contacts media with library-related announcements, including library closure and re-opening

Trustee

During and After a Disaster

- Photographs the damage to the collections and library contents, as well as damage to the building, if appropriate

Director

Regular Duties

- Ensures disaster plan is updated regularly
- Creates and maintains telephone list
- Ensures annual fire inspection is done promptly
- Assures Fire extinguishers and Smoke detectors are maintained

During and After a Disaster

- Maintains direct communication with Library Board
- Begins salvage operations after building is deemed safe
- Supervises staff and volunteers.
- Reestablishes computer network.

Business Manager

During and After a Disaster

- Tracks and coordinates emergency expenditures
- Authorizes payment for supplies and services if needed.

Library Closure Procedure

Short Term Closing (i.e. bad weather, burst sewer pipe, electrical outage, etc.)

Library Director will contact Library Board President then staff.

Signs will be posted as soon as possible.

Long Term Closing (i.e. natural disasters, gas leak, fire, etc.)

The Library Director will contact the Library board starting with the President. The Disaster Response team will swing into action. A meeting will be arranged to discuss long term plans.

Emergency Evacuation Procedures

The librarian at the front desk is responsible for evacuation the first and second floors. The librarian downstairs is responsible for evacuating the Children's Room. In case of a librarian being incapacitated the other librarian is responsible for all 3 floors. Emergency responders and the Library Director will be called at the earliest possible opportunity.

Location of Emergency Supplies

First Aid Kit: Front desk filing cabinet lower drawer

Fire Extinguishers: 1st Floor - Near front exit.

2nd Floor - Near OPAC computer.

Children's Room - Near emergency exit.

Emergency Contacts

Police / Fire / Ambulance: 911

Village Police: 373-0873

Village of Allegany: 373-1460

Gas Company: NYSEG: 1-800-572-1121

Electric Company: National Grid: 1-800-892-2345

Phone Service: Spectrum 1-800-892-4357

President: Charlene Sendlakowski: 372-5056

Treasurer: Erik Jones 307-8654

Secretary: Sue Kalman 917-226-8571

Vice-President: Rachel Elser 244-2559

Corresponding Secretary: Robyn Straub 373-0618

Director: Nate Austin: 933-7219 / (585)307-4959 (Cell)

Business Manager: Emily Lycett 585-307-9202

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