

### Disaster Preparedness Plan

Natural and manmade disasters such as floods, storms and fires cannot always be prevented. There effects can be minimized by preparation ahead of time. The safety of employees, volunteers, patrons and visitors will be the most important first consideration. Preservation of the Library resources will also take precedence.

1. To ensure the best outcome in an emergency, the Dundee Library <sup>Director</sup> will maintain up-to-date procedures and recovery plans. The plan will include but will not be limited to:

- Periodic training of staff and trustees;
- Posted fire exits , alternate exits , fire extinguisher locations and emergency contact numbers;
- Yearly established evacuation practice.

The Plan will also protect all legal and essential documents, such as NYS charter, current payroll and personnel records, and bill payment computerized records or any records required to be kept by law. A fireproof, lockable cabinet will be available for this purpose. Backups of digital information will be maintained. STLS will be immediately notified.

2. The Plan will be reviewed by the Board of Trustees. The Library Director will ensure an up-to-date inventory of the Dundee Library is available in the safe deposit box.

- The complete inventory list of furniture, equipment, computers, and software will be itemized with estimates of purchase dates.
- A complete list of insurance policies and contact numbers will be needed.
- The insurance policies will be reviewed periodically to ensure coverage.

3. Each employee, volunteer and trustee will review the emergency services contact number.

4. In the event of an emergency, the Library Director will lead the recovery phase, in coordination with the Board of Trustees

### EMERGENCY CLOSINGS

The Dundee Library will close due to inclement weather in agreement with the Dundee Central School. In the event of other unforeseen circumstances, the Library Director or designee will deem it necessary to close the Library, and notify the public through posting at the building and radio announcements. Employees scheduled to work on that particular day will be paid for their scheduled work hours. Any closure anticipated to exceed 1 day will necessitate that the Library Director consult the Board of Trustees regarding the status of the situation. If roads are closed by Yates County or the employees' county of residence, the employees will be paid for scheduled work.