



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Disaster Response**

The Board of Directors is committed to maintaining a vigilant state of disaster preparedness for the Minerva Free Library, because all libraries are susceptible to disaster. In recognition of the possibility of both small and large disasters, the Board devised the following plan to ensure that appropriate actions are taken in the event of a disaster. This plan provides library staff with a set of disaster priorities, emergency procedure guidelines and lists of personnel. It will be updated annually to ensure accuracy and currency.

Date of completion of this form: \_\_\_\_\_

People to call in the event of a disaster.

<u>Position</u>	<u>Name</u>	<u>Home #</u>	<u>Other #</u>
Board President	Beth Armes	N/A	814-964-0635
Board Vice President	Elizabeth Meeder	N/A	716-237-0248
Director	Cindy Sears	N/A	716-269-9000
Janitor	Krista Rhebergen	761-6961	338-2642
Fire Department	Stanley Hose Co.	761-6781	
Police Department	NYS 326-3031	Sheriff (Non-Emergency)	753-4231
Insurance Company	Findley Lake Insurance	Dan: 769-2270	
Legal Advisor	Joel Seachrist	31 E. Main St. Westfield, NY	326-2700
Electric Company	National Grid	1-800-400-5568	
Electrician	Cole Electric	Josh Cole	269-4799
Plumber	Olson's Plumbing	716-499-3056	
Sherman Town Clerk	Annette Swan	761-6770	
Sherman Village	Janet Ramm	761-6826	
Locksmith	Stanley Security Solutions	855-365-2407	Fax: 855-208-7263
Janitorial Service	Service Master	326-3474	

### **Disaster Prevention/Safety Checklist**

---

#### **ELECTRICAL:**

Yes    No    Remarks

- 
1. All necessary extension cords of proper rating.
  2. Electrical cords free of splices, cuts and other damage.



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Disaster Response**

3. Electrical switches, plugs and surge suppressors operate properly.
4. Electrical equipment properly grounded.
5. Appliances (coffee pots, radios, etc.) properly maintained and turned off when not in use.
6. Electrical equipment disconnected during maintenance.
7. Adequate lighting available.
8. Electrical boxes easily accessible with no storage within three feet minimum.
9. Multiple-outlet sockets avoided.
10. Extension cords positioned to avoid tripping hazard.

### **Storage Areas**

1. Area is clean and orderly. Aisles uncluttered.
2. Items are accessible without undue risk.
3. All materials, except those expendable, are stored at least 3" above floor level.
4. Shelving is securely anchored to wall or floor.
5. Lighting is adequate.
6. Step stools or similar devices available and safe to use.
7. Materials stacked or piled properly.
8. Flammable or potentially dangerous chemicals properly stored.

---

### **FIRE AND SAFETY FEATURES:**

Yes No Remarks

1. Fire extinguishers properly charged.
2. Emergency exit signs.
3. Emergency exits accessible.
4. Smoke detectors operable.
5. Emergency exits easily opened.
6. Signs indicating fire extinguisher placement.
7. Fire extinguishers of proper type.
8. Fire extinguishers available within 75 feet of any place in area.

### **Structure**

1. Windows and exterior doors seal properly.
2. Previous water damage noted.
3. New water damaged discovered.
4. Exposed pipes and joints dry.
5. Handrails secure and adequate.
6. Steps include non-slip surface.
7. Walking surfaces secure to floor.
8. Non-Public areas secured.
9. Air ducts unobstructed.



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Disaster Response**

### **Office Areas and Equipment**

1. Equipment properly maintained
2. Furniture stable and safe for intended use.
3. Carts in good repair.
4. File cabinets stabilized to prevent tipping.
5. Shelving units securely anchored.
6. Portable partitions secure.

**Board of Directors- Sherman Minerva Free Library**

**Board Approved 9/13/13**

**The Minerva Free Library reserves the right to modify this policy at any time.**



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Disaster Response**