



3600 Lorraine Drive
Walworth, NY 14568
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<http://www.walworthlibrary.org>

Disaster Response Plan

Reviewed & Approved: 1/14/2021

The Walworth-Seely Public Library is located in a shared use building operated by the Town of Walworth at 3600 Lorraine Drive, Walworth, NY 14568. The library occupies 3,252 square feet of this building and also maintains a climate controlled storage unit of 200 square feet at 860 Phillips Road, Webster, NY 14580.

In the event of an emergency or disaster, the library is required to follow the Disaster Response Plan put in place by the Town.

The Disaster Response Plan will be activated by the Town Supervisor. The phone tree will contact each department head (in our case, the Library Director), who is responsible for contacting each member of their staff. Any staff members not already on the premises will not report to work. Staff Contact Information is posted on the Director's Office door, in the red Disaster Response Plan folder on the shelf above the Director's desk, in the walworthseely@gmail.com Google Drive, and on the "Staff Only" section of our website, www.walworthlibrary.org, which all staff members have access to.

Staff and patrons in the building will meet at our designated location (the north end of the upper parking lot). If the primary exit (main doors) is blocked for any reason, staff and patrons will exit through the Emergency Exit in the library meeting room and meet at the south end of the middle parking lot. The person in charge during that shift will make sure that the library has been evacuated and that all persons are accounted for.

Once the immediate disaster is under control, the Disaster Recovery Process begins. The Disaster Recovery Team, which is composed of members from various town departments including the Library Director, will begin to assess damage and delegate salvage, disposal, and recovery tasks to department heads and other staff as needed. Forms for Damage Assessment and a Records Salvage Priority List must be completed by each department head (Library Director). Procedures for dealing with water damage or suspected mold on items is outlined in the Town of Walworth Disaster Response Plan manual.

The Library is NOT a designated Emergency Warming/Cooling Station for residents during heat, extreme cold, and power outage emergencies, but will reopen as soon as possible at the



discretion of the Town Supervisor and Library Director based on building safety, extent of damage, and usability.

Library Insurance Information:

Eastern Shore Associates Insurance
Selective Insurance Co of America

Representative: Aubrey Shaffer

Office:
3720 Main Street
PO Box 408
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