

# Mount Morris Library

121 Main Street

Mount Morris, New York 14510

## Mount Morris Library Disaster Plan

### Contact Information

#### Administrator:

M. Fernanda Astiz, Director

Office Phone:( 585) 658-4412

Cell Phone: (585) 201-0249

Home Phone: (585) 343-1498

#### Disaster Team Leader:

M. Fernanda Astiz

#### Building Maintenance:

1. Gary Moore - (585) 382-3587
2. Donna Todd - (585) 705-7931

#### Disaster Team:

1. Stephanie Gehrig - (585) 519-3778/(585) 658-4871
2. Gary Moore - (585) 382-3587
3. Joanne Privatera - (585) 658-1034

### Facilities: Locations of Emergency Systems

#### Building:

##### A. Main Utilities (use floor plan)

- a. Main water shut-off valve
- b. Main electrical cut-off switch
- c. Main gas shut-off
- d. Heating/cooling system controls (Servicing Co. Triton Mechanical:  
35 Berman Park, Rochester, NY 14624, phone # (585) 209-1600)

## **B. Keys**

- a. Individuals with keys to back and front doors
  - i. M. Fernanda Astiz, Director
  - ii. Kristina Corbett, Staff
  - iii. Michele (Shelly) Smith, Staff
  - iv. Jane Ellis, Staff
  - v. Stephanie Gehrig, Board President

## **C. Fire Extinguishers (label by number according to type)**

- a. Type A - Wood, paper, combustibles
- b. Type B - Gasoline, flammable liquid
- c. Type C - Electrical
- d. Type ABC - Combination

## **D. Smoke and Heat Detectors (use floor plan)**

## **E. First Aid Kits**

- a. Top shelf of "Holds' Section"

## **F. Nearest Civil Defense Shelter (N/A)**

## **Emergency Services**

Company/Services and Name of Contact Phone #

### **In an emergency, always dial 911**

Fire Department - 911

Police/Sheriff - 911 / (585) 658-4160

Ambulance - 911

Liv. Co. Office of Emergency Management - 911 / (585) 243-7160 / (585) 335-1727

Liv. Co. Department of Health - (585) 243-7270

## **Maintenance/Utilities:**

Plumber: Tom Hillier

(585) 233-2775  
Plumbing & Heating: Harding, Inc.  
(585) 237-5561  
General Maintenance: Chris Young (585) 443-0911  
Locksmith: Miller Safe & Lock 585-346-3888  
Gas Company - RG&E  
Electric Company - RG&E  
Water Utility - Village of Mount Morris

## **Exterminators**

Koch 585-243-4515  
Star Pest Control 585-346-9825  
Davidson's 585-226-6832  
Driscoll, Magnum Pest Control 585-999-1350/585991-3500

## **Insurance** (copy of insurance policy is attached)

Insurance Company - Long Agency  
Agent/Contact - Rick Wilkins  
Phone - (585) 658-3342

## **Other**

Legal advisor: N/A

## **Locations Where This Plan is on File**

In-House: Library Policies Binder (Red Binder)

Off-Site: at Stephanie Gehrig's house

*Adopted and Approved by Mount Morris Library Board of Trustees — May 2016*  
*Updated and Approved by the Mount Morris Library Board of Trustees - 12/6/21, 11/6/23*