

Disaster Plan

This document is designed to assist in planning for and recovering from an emergency situation which may threaten the safety of persons, collections, or facilities.

Director: Patrick McGinnity

Office phone: 231-448-2701 Home Phone: 231-448-2125 Cell Phone: NA

Disaster Team Leader: Patrick McGinnity

Office phone: 231-448-2701 Home Phone: 231-448-2125 Cell Phone: NA

Building Maintenance: Patrick McGinnity

Disaster Team:

- | | | |
|---------------------|-------------------|--------------|
| 1. Director | Patrick McGinnity | 231-448-2125 |
| 2. Board Chair | Sally Rehkopf | 231-448-2778 |
| 3. Board Vice-Chair | Kim Mitchell | 231-448-2532 |
| 4. Fire Chief | Tim McDonough | 231-448-2344 |

Building Information

Main water shut-off valve:	In Boiler Room
Sprinkler shut-off valve:	In Boiler Room
Main electrical cut-off switch:	In Boiler Room
Main gas shut-off:	In Boiler Room
Heating/cooling system controls:	In Boiler Room

Keys:

Key box: Safe serves as the key box.

Individuals with master and/or special keys:

Patrick McGinnity/ Director
Kathy Brouard/ Staff
Jacque LaFreniere/ Staff
Merry Roe/ Staff
Carol Runberg/ Housekeeping
Rick Speck/ Bookkeeper
Don Langford/ Volunteer & Donor

Fire Extinguishers: Type ABC – Combination located in Boiler Room and Front Entryway

Smoke and Heat Detectors: Located in Boiler Room

First Aid Kits: Located at Front Desk

Emergency Services

Company/Service and Name of Contact

<u>Name</u>	<u>Phone #</u>
Fire Dept: Tim McDonough	911/ 231-448-2344
Police/Sheriff: Nate Kaminski	911/ 231-448-2944
Ambulance:	911
BI Rural Health Center:	231-448-2275

Maintenance/Utilities

Plumber: Robert's John Service	231-448-2805
Electrician: Robert's John Service	231-448-2805
Locksmith: Mark Howard	231-448-2424
Carpenter: Patrick McGinnity	231-448-2125
Gas Company: Island Energies	231-448-2007
Electric Company: Great Lakes Energy	888-485-2537
Water/Well Utility: Bud Martin	231-448-2397
Exterminator: Hogarth's Pest Control	800-264-6161

Insurance

Insurance Company:

Agent/Contact:

Policy Number:

Other

Legal Advisor: Dick Butler of Bloom, Sluggitt & Morgan 616-965-9343

Attachments

Emergency procedures and evacuation plan

Copy of insurance policy

Locations where this plan is on file

In-House:

Front Desk

Off-Site:

This document is stored digitally in the cloud.

Paper copies are kept at the home of each Disaster Team member.