

ALTERNATE LOCATION PERMISSION - SAMPLE

From: Library Director

Sent:

To: Neighboring Library Director

Subject: Town's COOP Plan

Dear Neighboring Library Director;

All town department heads have been asked by our Dept. of Emergency Management to prepare a Continuity of Operations Plan (COOP) in the event a situation should arise that impedes the flow of services performed by the various departments.

I am writing to ask if I may identify your library in our COOP as the alternate facility that we shift our services to in order to continue providing library services for our community. This would occur only after the last 2 employees were unable to work or if our building was deemed uninhabitable (i.e.: mold proliferation due to water damage). Utilizing your Library would be a last recourse action, and of course, we would revert back as soon as possible.

Please let me know if it is alright to proceed at your earliest convenience. I'd like to present a draft copy of the COOP for my Trustee's approval at the monthly meeting. Feel free to contact me if you need any further information.

Many thanks.

Library Director