



## **EMERGENCY/DISASTER RESPONSE**

For policy purposes, emergencies are defined as follows:

- Fires or fire alarms
- Accidents to staff or to the public
- Bomb threats or other acts against the library and its patrons
- Unusual conditions, such as lack of heat, flooding, loss of electrical power, loss of water, malfunction of sewer ejection system
- Illegal activities on library premises including but not limited to assault, theft, drug use or distribution, gambling, child abuse

In the event of an emergency the Library Director or his/her designee will refer to the library's current Emergency Action Plan to determine the best course of action. The Emergency Action Plan is issued to every employee and a current copy is kept in every department as well as in the Safety section of the Library Staff SharePoint. It was developed by the library's Staff Safety and Wellness committee.

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