



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: OP-18</b>
<b>TITLE: Emergency Preparedness</b>	<b>Date: September 2022</b>
	<b>Next Review Date: September 2026</b>

### 1.0 Policy Statement

1.1 The Dryden Public Library Board is committed to providing a safe and secure environment for everyone in the Library. This policy outlines how our site-specific emergency plan is maintained. This plan will ensure the safety of people in the Library and our assets during emergencies.

### 2.0 Policy Adoption

2.1 The Dryden Public Library Board adopts the City of Dryden's *Emergency Preparedness (HR-HS-30)*.

### 3.0 Business Continuity, Disaster and Emergency Plan

3.1 The Library CEO will maintain a Business Continuity, Disaster and Emergency Plan. Board members and staff will provide feedback about the Plan.

- 3.1.1 It will be updated once a year, or as needed.
- 3.1.2 It will outline our emergency procedures.
- 3.1.3 The plan will be reviewed with staff yearly.
- 3.1.4 Staff can suggest changes to the Plan at any time.

3.2 The Library CEO will train new staff members in the emergency procedures.

3.3 Copies of the Plan are available to all staff and board members.

- 3.3.1 A printed copy will be kept near the Health and Safety Board
- 3.3.2 Electronic copies will be given to the Board as a part of their orientation.
- 3.3.3 An electronic copy will be kept on the shared drive.

### Related Documents:

City of Dryden *Emergency Preparedness Policy HR-HS-30*  
Dryden Public Library Business Continuity, Disaster and Emergency Plan.  
Appendix 6: Library Emergency Evacuation Plan

History			
<b>Approval Date:</b>	September 2022	<b>Approved by:</b>	M Bensonp
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	