



# Dryden Public Library Board

## POLICY

|                                      |  |                                       |
|--------------------------------------|--|---------------------------------------|
| <b>SECTION: OPERATIONAL</b>          |  | <b>NO: OP-18</b>                      |
| <b>TITLE: Emergency Preparedness</b> |  | <b>Date: January 2026</b>             |
|                                      |  | <b>Next Review Date: January 2030</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 Benson            |
| <b>Amendment Date:</b> | January 2026   | <b>Approved by:</b> | 2022-2026 DPL Board |
| <b>Amendment Date:</b> |                | <b>Approved by:</b> |                     |
| <b>Amendment Date:</b> |                | <b>Approved by:</b> |                     |