



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL	NO: OP-18
TITLE: Emergency Preparedness	Date: January 2026
	Next Review Date: January 2030

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			
Approval Date:	September 2022	Approved by:	M Benson
Amendment Date:	January 2026	Approved by:	2022-2026 DPL Board
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	