

# TAPPAN FREE LIBRARY

## Emergency & Disaster Policy

### **Purpose**

To protect library staff, patrons, facilities, and collections during emergencies or disasters.

### **Emergencies Covered**

This policy applies to events including fire, severe weather, flooding, power outages, medical emergencies, hazardous materials, violence, technology failures, and natural disasters.

### **Procedures**

- Protect human safety first.
- Call 911 when emergency assistance is needed.
- Follow evacuation or shelter-in-place instructions.
- Staff should assist patrons as safely as possible.
- The Library Director or designee will communicate closures, updates, and recovery information.

### **Staff Responsibilities**

Staff must:

- Participate in emergency training and drills.
- Know emergency exits and procedures.
- Report hazards or suspicious activity immediately.
- Follow instructions from supervisors and emergency personnel.
- Complete and submit incident reports for all related matters to Director.
- Refer to the Board-approved Emergency and Disaster Preparedness Plan for detailed procedures and response protocols.

### **Recovery**

Library administration will assess damage, restore services as quickly as possible, and communicate reopening plans to the staff and public.

### **Review**

This policy will be reviewed and updated as needed.