

Starr Library

Emergency & Disaster Preparedness Policy

The purpose of this Emergency & Disaster Preparedness Policy is to make sure Starr Library takes appropriate advance measures to prepare for and respond to emergency situations which may threaten the safety of persons, collections and facilities.

Library Director is responsible for all of the following:

1. Keep Disaster Response Plan available in appropriate locations.
2. Make sure staff have the plan and are trained appropriately.
3. Review and update Disaster Plan at least every three years.
4. Maintain fire alarms, fire extinguishers, first aid kits, etc. annually.
5. Keep clear access to exits, fire extinguishers, electrical panels and plumbing valves.
6. Maintain a disaster kit and inventory regularly.
7. Schedule AED training for staff at recommended intervals.
8. Schedule annual review of in-house equipment and its use.
9. Notify the Board President in a timely manner of all situations which require emergency service responders or the filing of an Incident Report.
10. If an emergency occurs during library hours, the highest ranking employee onsite has the responsibility to take the actions outlined in the Disaster Plan, and then notify the Library Director.

Approved by Board of Trustees: July 20, 2023