

EMERGENCIES AND DISASTERS

POLICY QUESTIONS TO ADDRESS

1. What is the purpose of preparing to deal with emergencies and disasters?
2. How does the library's policy on emergencies and disasters support the library's goals and objectives?

DEFINITIONS

1. How does the library define the term *emergency*?
2. How does the library define the term *disaster*?

REGULATIONS QUESTIONS TO ADDRESS

1. Who is responsible for reporting that an emergency situation exists and requesting assistance from police, fire, paramedics etc?
2. Where can staff obtain the phone numbers and other contact information to report an emergency?
3. Under what circumstances, if any, are staff authorized to provide emergency medical assistance?
4. Under what circumstances should staff evacuate the facility?
5. Who is responsible for informing library administration that an emergency exists?
6. Under what circumstances, if any, are City or County staff informed than an emergency situation exists or has happened at the library?
7. Under what circumstances, if any, is the Library Board informed that an emergency situation exists or has happened at the library?
8. Under what circumstances, if any, is the local media informed that an emergency exists or has happened at the library?
9. Who is responsible for handling media inquiries if the media contacts the library for information or a statement about the emergency?
10. Are emergencies or disasters handled differently if they occur when the library is closed? If so, how are they handled?
11. Are staff expected to submit a written report after the emergency or disaster is under control? If so,
 - a. Who is responsible for submitting the report?
 - b. To whom is the report sent?
 - c. How soon after the event is the report to be submitted?
 - d. How will the report be used?