



EMERGENCY PLAN (DISASTER & CLOSING)

Purpose: The Bell Memorial Library adopted the Emergency Plan (Disaster & Closing) to ensure precautionary response and recovery measures to an emergency threatening to impact the library's facilities, materials, staff, and/or community members. It is designed to preserve the continuity of core library resources and services as best as possible, minimize economic loss, and achieve recovery. Health and safety of library staff and community members is a priority.

Administration: The Emergency Plan is administered by the Library Manager. This includes activating the plan and coordinating recovery activities.

Staff Training: Library Manager will provide ongoing training to help reduce the risk of an emergency.

Response and Reconstruction: In general, the Library Manager will respond to an emergency according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of library staff and community members.

- Address emergency
- Notify appropriate personnel
- Assess damage
- Document in detail
- Prepare for recovery
- Complete recovery
- Incident Report completed

Type of Emergency: This Emergency Plan was made with the health and safety of library staff and community members as top priority. The assumption should never be made that a situation is a drill or a false alarm.

Ongoing Evaluation: Questions and concerns regarding the emergency Plan should be brought to the Library Manager.

Adopted: 10/22/2020

Revised: 5/15/2025