

# TECUMSEH DISTRICT LIBRARY

## POLICY

**POLICY NUMBER: O – 04**

**SUBJECT: DISASTERS**

1. Bomb threats, fire, snowstorms, tornadoes, and the malfunction of building systems (breakdown of existing systems, i.e. electricity, heating, cooling, etc.) constitute emergency situations, or disasters.
2. Once determined by the Library Director or by the designated employee, both patrons and employees will evacuate the building. Procedures exist for each type of disaster, and employees will implement these procedures.
3. Signs will be posted at all entrances stating when the building will be open to the public.
4. All employees are required to be trained and to know disaster procedures as stated in the Procedural Manual.
5. Periodic in-service training on disaster procedures will be scheduled.
6. In an emergency situation, official statements to the public and media will be made by the Library Director or his/her designee.
7. If it is necessary for library employees to provide the public with information, the Library Director will inform employees what is to be said.
8. In the event of emergency closings or disasters, the Library Director, or designated employee, will contact local media.

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_