

Metro Kalyn Community Library Policy Handbook

Index Code: C-14

Category: Library Administration

Topic: Disaster Policy

Adopted: March 2015

INTRODUCTION

Metro Kalyn Community Library is aware that planning can help minimize loss in the event of a disaster. The Library must therefore display preparedness in case of one of these unforeseen events.

PROCEDURES

- Human safety is always the first priority. In any disaster, contacting Police and Fire Officials is the first step.
- The Library Manager, Library Board, and Bruderheim Town Office should be contacted as soon as possible.
- A “Disaster Plan” should be kept on file in the Library and the Library Manager, staff and the Library Board should be aware of its contents. A copy of the file should be kept off site.
- The “Disaster Plan” should be kept current and updated as required.
- An assessment of the Library facilities should be made regularly and any changes noted in the “Disaster Plan”.
- All Library Board Members should have a current list of Library Board Members names and telephone numbers in case emergency contact is required.
- The Library Board Treasurer and Chairperson should be aware of, and have contact information for, the insurance company.
- **During pandemic conditions, Metro Kalyn Community Library will follow the recommendations of the Government of Canada and the Government of Alberta as closely as possible.**
- See Appendix C-1, Emergency Procedures.