

Emergency Preparedness Policy

Approved by the Patterson Library Board of Trustees 03/13/2024

In the interest of protecting all patrons and employees during a security, medical or weather-related emergency, the Patterson library offers a procedural guide to ensure that such events are dealt with in a safe and effective manner. Said events are to be reported to the appropriate personnel within the library as well as to the proper authorities outside the building. In all cases, human safety is more important than that of objects or property, and decisions in complying with procedures should be made accordingly.

The Emergency Procedure Manual will be created and updated by the Director of the Patterson Library with input from their staff and volunteers ("The Hands") as well as in consultation with area police, fire, and emergency departments. Further, advice and input from our insurance carrier is advised.

At a minimum, the manual is to be reviewed annually to determine any necessary changes or additions. All employees are to be refreshed on the manual once a year. New employees are to be acquainted with the manual within one week of beginning their employment with the Library.

Acknowledgement:

Hamburg, NY Public Library; Massachusetts Library System