

Disaster Policy

Superior District Library (now known as the Library) is a service organization and every effort will be made to keep the building open and safe for the public and staff. Occasionally, accidents or weather related problems will happen and Library staff members need to know what their responsibilities are to the public and the building. The Disaster Policy and Disaster Procedures have been prepared to inform the staff of appropriate steps to take in an emergency. Each staff member will be given a copy of this policy and a copy will be available at the Circulation Desk. While the Disaster Procedure should be their guide, staff members are encouraged to use their discretion and good judgment in emergency situations.

The Library building and property will be maintained to remain safe and to avoid the possibility of injury from negligence, or disaster, including:

- The Library will have appropriate smoke detectors.
- The Library will have fire extinguishers in the building with annual inspection and service.
- Adequate insurance will be maintained on the building, materials, and equipment housed in the building.
- The Library will maintain liability insurance in the event of an accident.
- The Library will have a biohazard kit and a spill kit in the building.

The primary concern of the staff is the safety of the public and of themselves. The Library also has an obligation to remain open during inclement weather or emergencies, unless the situation is so severe that it is negligent to remain open. The Library will re-open as soon as possible after an emergency.

Adopted March 24, 2016