

Amityville Public Library

Emergency and Disaster Management Policy

The Amityville Public Library is concerned for the safety and well-being of its patrons and staff. In addition, the Library is aware of its responsibility to the community and taxpayers for recovery of its facility and contents after an emergency or disaster.

As such, the Library will develop a plan to aid the administration and staff of the Amityville Public Library in dealing with an emergency or disaster. The written plan will outline who, what and when in terms of phone calls to make and activities, processes and procedures to undertake.

Contents of such a plan may include:

- Emergency contact information;
- Guidelines for emergency and/or closing procedures;
- Guidelines for Disaster Preparedness;
- Guidelines for Computer and Network recovery;
- Guidelines for general Emergency or Disaster recovery.

The Emergency and Management Plan will be reviewed annually.

Adopted June 18, 2015