



## **CHAPTER 9: EMERGENCY POLICY**

Adopted by the Board of Trustees  
October 1982; Revised 1999; Revised July 14, 2009  
Revised May 10, 2017

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In any emergency, the first goal is to ensure the safety of patrons and staff. The second goal is to preserve the collection and other materials that will provide for continued operation.

### **Patron Emergencies**

#### Medical Emergency:

In case of medical emergencies such as severe/extreme illness or injury to a patron, ask the patron whom to contact. If this is not possible, call 911 to get appropriate help for the medical emergency.

#### Disturbance/Disruptive Patron Emergency:

If there is a disturbance or other unusual incident in the operation of the Library, the staff should follow the Disruptive Patron Policy.

The staff member shall notify the Director or Public Services Administrator of the emergency at the earliest opportunity.

### **Facility Emergencies**

Other emergencies such as equipment failures are the responsibility of the senior staff member on duty. It is left to the initiative of the person in charge to contact the Maintenance Supervisor.

The Library Director (or senior member present) will declare an emergency situation based on all available information at the time of the event.