

## **Emergency Policy**

### ***Purpose***

This policy is intended to provide guidance to library staff in effectively navigating emergencies. Library staff always are able to defer to Amelia County policy, when available and applicable.

### ***General Provisions***

In the event of an emergency, the primary responsibility of staff is to take actions that can reasonably be considered to promote the safety of all persons inside the library building.

The secondary responsibility of library staff is to minimize the damage to library property, provided such actions do not threaten the safety of staff or other persons.

Two staff persons or one staff and one volunteer aged 18 or older must be present at all times for the library to remain open to the public.

Staff should follow any known instructions from local, state, or federal government agencies, provided those instructions do not threaten the safety of any person.

The director will create emergency procedures and provide emergency-response training for staff.

Approved March 21, 2017