



EMERGENCY PREPAREDNESS POLICY

*Approved by the Vista Grande Public Library Board of Directors – 20-Jul-2010
Reviewed and approved by the Vista Grande Board of Directors – 16-Aug-2016, 21-Apr-20*

BACKGROUND

The southeast section of Santa Fe County has experienced power outages, problems with water supplies, fires, serious drought, blizzards, and communications failures. There is also the potential for other threats such as medical emergencies, active shooters and the need to shelter in place. The local community, the Federal Emergency Management Agency, and the American Library Association have recommended several steps and activities that organizations should take to be prepared in the event of an emergency or disaster.

POLICY

The Library Director or his/her designee shall be designated the Emergency Preparedness and Disaster Planning Coordinator.

The Emergency Preparedness and Disaster Planning Coordinator shall establish procedures (See VGPL Procedure #20, Emergency Preparedness Procedures) to be implemented in the event of an emergency or disaster. The procedures will include a basic preparedness facility and documentation plan as well as emergency contact numbers. The procedures will be reviewed on an annual basis by a committee designated by the Board to assure that information contained therein is current and being properly implemented. A copy of procedures shall be maintained and prominently displayed at the Circulation Desk and in the Director's office.

VGPL will work with the County and any other relevant organizations to update and maintain an appropriate response to emergencies.

Volunteers and staff shall receive training at least annually on the Emergency Preparedness Policy and Procedures.