

Disaster Preparedness Policy

University Libraries

Disaster Preparedness Policy

Disasters can, and do, happen in libraries. Knowing what to do prior to, during, and after emergencies can prevent panic, protect lives, and lessen the severity of damage to library materials.

I. Disaster Team

A disaster preparedness team will be appointed by the Dean of Library Services. The team will serve as a liaison with other emergency service agencies. This is an on-going appointment and a member will serve until:

- 1) he or she resigns that appointment
- 2) is removed by the Dean of Library Services.

The responsibilities of team members are:

- 1) to meet and review the procedures manual at least once annually
- 2) keep the disaster preparedness manual up-to-date
- 3) see that appropriate personnel receive up-to-date copies of the manual
- 4) report to the Dean any changes made to the manual for dissemination
- 5) to arrange for disaster preparedness training for staff members as necessary.

II. Disaster Preparedness Manual

- 1) Coverage:
 - a) prevention measures
 - b) personal safety
 - c) salvage of library materials
- 2) Location of the manual:
 - a) all full-time staff members' desks
 - b) the Library Dean's office
 - c) the residence of the Dean and of all team members
 - d) Physical Plant, with the individual responsible for coordinating disaster response.

III. Implementation

Staff members are responsible for becoming familiar with the manual, and in case of emergency, for implementing procedures outlined therein.