

**Policy Manual: Appendix  
A Emergency Plan  
*Board of Trustees Approved: August  
2010***

I. Sections

- Calling Tree
- Evacuation Routes – Diagrams
- Emergency Procedures
  - Injury to Patrons and Staff
  - Assault or Direct Threat
  - Tornado or Violent Storm
  - Fire – Including Alarm and Extinguisher Locations
- Equipment Malfunction Procedures
  - Diagram of Shut Off Valves or Switches
  - Air Conditioning
  - Water heater
  - Humidifiers
  - Burglar and Fire Alarms
  - Gas
  - Plumbing
  - Water Fountain
  - Telephones
- Location of In-House Emergency Equipment and Supplies
- Off-Site Services to Be Called in the Event of Emergency or Disaster
- Priority Salvage Lists
  - Director’s Office
  - Workroom
  - Adult Services Office
  - Adult Services Area
  - Reference Area
  - Youth Services Office
  - Youth Services Area
  - Historical Society Office
  - Computer Room
- Upkeep Checklist
  - Daily Procedures
  - Periodic Procedures
- Disaster Recovery
  - Do Not Under Any Circumstances
  - Assess the Damage
  - Stabilize the Environment
  - Activate the Emergency Calling Tree
  - Restore the Area
- Location of the Emergency Plan

II. Appendices

- Appendix A: Insurance Coverage Summary
- Appendix B: Salvage Procedures for Water Damaged Materials
- Appendix C: Current Board and Staff List
- Appendix D: Incident Report

- Appendix E: Biohazard Safety Plan
- Appendix F: Miscellaneous Diagrams
  - Electrical
  - Water/Gas
  - Pumps
  - Security System
  - Fire Extinguishers/Alarms
  - Light Switches