

Naples Library

Emergency & Disaster Policy

PURPOSE

The Naples Library has adopted this Emergency & Disaster Policy to ensure precautionary, response, and recovery measures to an emergency or disaster threatening to impact or immediately impact the library's facilities, materials, staff, or community members.

The primary goals of Naples Library's Emergency & Disaster Policy are to establish:

- The roles and responsibilities during all phases of an emergency or disaster
- Preparedness activities and response measures
- Coordination and decision making processes

The Emergency & Disaster Policy is designed to preserve the continuity of core library resources and services as best as possible, minimize economic loss, and achieve recovery.

ADMINISTRATION

In the case of an Emergency, the Naples Library Director and staff will follow the procedures set in the Naples Library Emergency & Disaster Plan (found in the "Plans and Procedures" folder). The In-House Emergency Team, led by the Director, administers the Emergency & Disaster Plan. This includes activating the plan, establishing an internal communications network, and coordinating all recovery activities. If, for any reason, the Director is unable or unavailable to lead the team, administrative authority shall be passed to the president of the Naples Library Board.

The director/manager and library board will regularly review the Emergency & Disaster Plan. The library director/manager and staff are responsible for responding to any disaster that occurs in the library.

WRITTEN REPORT OF AN INCIDENT

Within 12 hours of an incident occurring, an incident report form should be completed describing the incident.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by Naples Library Board of Trustees on May 26, 2015. Revised March 22, 2016, October 16, 2019, November 15, 2023.