

PERRY PUBLIC LIBRARY

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Make It Part of Your Day

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Emergency Preparedness Policy

The Perry Public Library is committed to the safety of patrons and staff. To that end, the following emergency preparedness policy is in effect.

A list of emergency numbers shall be hung in a designated space in the library at all times. All staff will be trained on the location of that list and given guidelines on their proper use. All staff will also be informed at regular intervals of the location of the list, on the location of fire extinguishers, and how to use and maintain the library's alarm system.

In an emergency staff is asked to first prioritize the safety of patrons and themselves before any library materials or files. In an emergency that requires evacuation of the building staff should first make sure that all patrons have exited before exiting themselves, unless doing so would put their safety in danger.

To prevent the loss of crucial library information, back-ups of essential information should be kept in off-site locations.