**DISASTER PREPAREDNESS POLICY**

APPLIES TO: STLS Board of Trustees

STLS Staff

STLS Insurers

REFERENCES: Authority of the Board Policy

Facilities Maintenance Policy

Federal Emergency Management Agency

Records Retention Policy

Natural and man-made disasters, resulting from such events as floods, storms and fires cannot always be prevented; however the severity of their effects can be minimized by preparing ahead of time. The safety and well-being of STLS employees, trustees and visitors while at the System’s Service Center are of paramount importance should any disaster occur. Also of vital concern is the preservation of the System’s critical resources.

To ensure maximum practical safety to staff and guests, in the event of any emergency, the Southern Tier Library System will maintain an up-to-date Emergency Procedures and Disaster Recovery Plan. This plan will include but not be limited to such items as:

1. periodic training of staff and trustees;
2. posted information concerning layout of building, location of fire extinguishers, fire exits and alternate escape routes; emergency contact numbers;
3. an established evacuation procedure that is practiced at least once a year.

The Plan will also protect all legal and essential documents, such as the original STLS charter, current payroll and personnel records, and any records which are required to be kept by law. A fireproof, lockable cabinet has been purchased for this purpose. Backups of digital information will also be maintained.

The Plan will be finished and in place one year after the adoption of the Policy by the Board of Trustees.

Attached to this Plan will be:

1. a complete inventory list of furniture, equipment, vehicles and computer center hardware and software with best guess estimates of replacement cost.
2. a complete list of documents needed to resume normal operations, and a list of current insurance policies.
3. Insurance policies will be reviewed periodically to ensure proper coverage for each of the various policies.

Each employee and trustee will be provided with a copy of appropriate parts of this plan. Copies will also be maintained at the STLS Service Center and at a safe offsite location.

The Plan will be reviewed and updated as necessary by the Executive Director annually.

***Adopted by the STLS Board of Trustees September 17, 2013.***