

<b>5.</b>	<b>EMERGENCY</b>	
<b>5.1.</b>	<b>General</b>	
<i>Effective</i>	<i>2003</i>	<i>Revised 2006</i>
<i>Next Review</i>	<i>2011</i>	

- 5.1.1 *Definition* – An emergency is a sudden, unexpected occurrence requiring immediate action.
- 5.1.2 In the event of an emergency, the Library Board will implement a coordinated course of action which will safeguard life, collections and facilities, and allow for the maximum continuity of library services, as outlined in the *Cranbrook Public Library Emergency and Disaster Response and Recovery Plan*.
- 5.1.3 Procedures shall be located at staffed public service points, and in the system administration room.
- 5.1.4 Instructions for occupants will be located on the public bulletin board.
- 5.1.5 Incident records will be completed and submitted to the Chief Librarian.
- 5.1.6 Plans shall be reviewed annually.