

Bristol Library  
6750 County Road 32  
Canandaigua, NY 14424  
585-229-5862  
www.thebristolibrary.com

**Internal Policy/Safety  
Policy # IP-19 Disaster Policy**

**Effective Date: March 23, 2023**

**APPLICATION: Personnel, Trustees, Patrons**

**STATEMENT OF PURPOSE: To maintain the safety of our patrons and personnel, and to provide information in case of emergency events.**

**POLICY: It is the policy of the Bristol Library to ensure the safety of our patrons and staff by maintaining a safe environment and having procedures in place in case of emergencies. Disaster Plan Procedures to be kept readily available for implementation as needed.**

**RESPONSIBILITY: Manager and staff will be responsible for ensuring compliance. The Board of Trustees will be responsible for drafting necessary procedures to ensure that the policy is properly and successfully implemented.**

**APPROVED: 03/23/2023 by the Bristol Library Board of Trustees**

**REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees**

**REVIEWED BY/ON: (Legal Counsel and/or by a designated person after a period of time.)**