

MNG-7

EMERGENCIES AND DISASTERS

Policy Statement:

In the event of an emergency or disaster, the library's highest priority is to minimize and/or prevent injury, loss of life, and damage to property. The impact on the delivery of public services and restoring safe work and service conditions is also important.

Definitions:

Emergency: An occurrence that requires immediate response from library staff to protect the welfare of patrons, staff, building, equipment, or materials. May or may not challenge the delivery of library services. (Examples include: medical emergencies, limited power outage, fire, tornado, etc.)

Disaster: An event that usually challenges the normal delivery of library services. Immediate actions to stabilize or temporary measures may be put in place until permanent solutions are implemented. (Examples may include extended power outage, facility damage, flood damage, pandemic, etc.)

Regulations

1. The Director is authorized by the library board of trustees to make decisions regarding building closings, and may consult board members, or the Assistant Directors. (See also policy MNG-13 Inclement Weather and Closing)
2. In the event that the Director is unavailable, this line of succession is established to delegate authority:
 1. Library Director
 2. Assistant Director, Operations and Administration
 3. Assistant Director, Public Services
 4. An appointed department manager, depending on the nature of the disaster.
3. All emergency and safety equipment is maintained according to governing codes and ordinances.

Procedures

Procedures for specific types of emergencies and disasters are located in the Library's Emergency, Disaster and Recovery Plan. A copy is located in every department, service desk, and in the online manuals. The plan is reviewed and revised yearly as necessary by the Assistant Director, Operations & Administration.

Communications

1. The Rescue Squad/Police (911) should be called immediately, by any staff member, when they observe any serious problem that immediately threatens the physical well-being and safety of a person.
2. In situations that are not immediately threatening, the Librarian in Charge will determine the appropriate response and request emergency assistance from fire, police, paramedics or others. When administration is open, administration is immediately informed of all emergencies and disasters after emergency personnel are called. Given the nature of the emergency or disaster, the Librarian in Charge will determine when to notify the Director when administration is closed.
3. Incident reports are made and kept on file for any event or action (including emergencies and disasters) that is likely to have some effect or consequences for daily library operations. Staff report incidents on the Incident Report blog.
4. The Director is responsible for public communications and may delegate that authority to the Assistant Directors or the Head of Community Engagement. The line of succession applies in the case of the Director's absence. Staff members direct all media inquiries to administration and will not attempt to answer questions from media representatives.
5. Closing, cancellation, and reestablishment of services is communicated through the media including KMAN radio, 1350 am, WIBW television broadcast station, and the library's website.
6. Communication between staff, the board, and outside agencies are defined in the library's disaster plan.

Delivery of Services

In the event of a widespread disaster, emergency, or pandemic the library may be closed to the public or provide limited services.

The decision to close the library or modify services in the event of an emergency or disaster will be made by the Director or delegated authority. The decision may be based on information regarding the closing of other agencies or by order of other agencies that may include the city manager, the county health department, the state health department, the county emergency response management department, etc.

MNG-7 Emergencies and Disasters

The Director will organize administration and department managers and assign duties and tasks to maintain communication and essential services as defined in the library's disaster manual.

Reinstatement of services will be communicated to the public, staff, and board as indicated in the library's disaster plan.