

Emergency Response Policy

In the event of a federal, state, or local emergency declaration or in a situation when the Library cannot operate safely the Library Director or Library Board President will announce the activation of Emergency Operations. The Library Board of Trustees will hold an emergency meeting to create an Emergency Operations Plan. This plan will be drafted and adopted during the same emergency meeting of the Board of Trustees.

Should the Library Board of Trustees be unable to convene within 14 days after the activation of Emergency Operations, the Library Director and a committee of supervisory staff will create a temporary Emergency Operations Plan.

The provisions of this plan will apply to the employees, volunteers, and visitors at the Peter White Public Library until deemed unnecessary by the Library Director and/or Board of Trustees.

The Emergency Operations Plan may include details on the following:

- Requirements for staff, volunteers, and patrons;
- Remote work guidelines for staff;
- Changes to operating hours;
- Access of Library facilities;
- Any other considerations related to the emergency at hand.

The plan is approved by the Library Board of Trustees, but is not intended to supersede or change any Library employment policies.

Library Closure. During emergency operations the Library Director has the authority to temporarily shut down Library operations until the Emergency Operations Plan can be activated. This measure is intended to minimize risk until the Library Board can convene and take action. The Library Director will inform the Library Board President of the determination to close and the proposed duration of the closure.

The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes staff will be paid based on their "normal" schedule during the Library's temporary closure.

Peter White Public Library Board of Trustees

Approved: May 23, 2023

Updated: