



**Wood Library Association
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EMERGENCY & DISASTER POLICY

ADOPTED by Wood Library Board of Trustees 12/21/2020

Purpose

The Wood Library Association (Library) has adopted this Emergency & Disaster Policy to ensure precautionary, response, and recovery measures to an emergency or disaster threatening to impact or immediately impacting the Library's facilities, materials, staff, or community members.

The primary goals of the Library's Emergency & Disaster Policy are to establish:

- The roles and responsibilities during all phases of an emergency or disaster
- Preparedness activities and response measures
- Coordination and decision making processes

The Emergency & Disaster Policy is designed to preserve the continuity of core Library resources and services as best as possible, minimize economic loss, and achieve recovery.

Administration

The Disaster Recovery Team, led by the Executive Director, administers the Emergency & Disaster Policy. This includes activating the policy, establishing an internal communications network, and coordinating all recovery activities. If, for any reason, the Executive Director is unable or unavailable to lead the team, administrative authority shall be passed to the Executive Assistant.

The Disaster Recovery Team will include the Executive Director, Board President, Executive Assistant, Circulation Supervisor, Children's Librarian, Teen Services Librarian, Adult Services Librarian, and Head of Maintenance.

Risk Assessment

Risk Assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Executive Director, House Committee, and Disaster Recovery Team will periodically evaluate the Library and its facilities to minimize the threat of emergency or disaster and to formulate response plans to emergencies or disasters.

Activities include:

- Recommend updates to the Library's Disaster Recovery Manual
- Identify possible hazards
- Analyze strengths, weaknesses, and vulnerabilities of the Library's ability to handle emergencies and disasters
- Engage in preventive building maintenance
- Inventory collection, equipment, furniture, electronics, and supplies
- Implement thorough cleaning and disinfecting procedures
- Implement consistent opening and closing procedures
- Provide regular staff training on key locations of building turn offs and items listed below

Parts of the Risk Assessment activities may include consultation with the City of Canandaigua, the Library's insurance agent, Pioneer Library System staff, and other local experts and stakeholders.

Staff Training

Regular staff training may help reduce the risk of an emergency or disaster. Training prepares the staff to safely and appropriately respond to an emergency or disaster to minimize damage or injury should an emergency or disaster occur.

Staff training will include an annual review of this Emergency & Disaster Policy and the Library's Disaster Recovery Manual. Staff training may also include, but is not limited to, the following topics:

- CPR Training
- First Aid Training
- Drills
- Formal response
 - Fire
 - Active Shooter
 - Lockdown
- Formal response and recovery workshops
 - Handling wet and damaged collections
 - Workplace health and safety
 - Proper use of protective clothing and equipment
 - Exposure to hazardous materials/mold

- Departmental cross training
- Mental health

All staff should be included in training activities.

Response and Reconstruction

In general, the Executive Director and Disaster Recovery Team will respond to an emergency or disaster according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the Library staff and community.

- Address emergency or imminent danger to the Library's facility, materials, staff, or community
- Notify appropriate personnel
- Assess the extent of the damage
- Document in detail
 - Complete incident report with as much witness detail as possible
 - Take inventory of materials, items, supplies, or equipment
 - Take pictures of materials, items, equipment, or facilities
 - Record the sequence or timeline of events before, during, and after the event
 - Prepare for recovery
 - Determine which steps need to be taken
 - Delegate to Emergency Response Team, Library staff, and/or volunteers
 - Determine a command post or temporary work site if Library facility is not accessible
 - If there is physical damage, decide what can be salvaged and what will be discarded
 - Gather supplies and arrange for services
- Draft a press release or statement to the public
 - The Executive Director or designee will be the spokesperson for the Library.
 - Keep messaging transparent and consistent
 - Communicate across all channels
 - Traditional news press (print and TV)
 - Social Media
 - Library website
 - Library's outgoing phone message
- Recovery
 - Plan for:
 - Limited services or service points
 - Limited hours of operation
 - Virtual programming and services
 - Reduced staff

- Plan for reopening/full resumption of services
- Draft/amend related procedures
- Amend/adopt related policies

Types of Emergencies and Disasters

This Emergency & Disaster Policy was made with the health and safety of the Library staff and community as the top priority.

If the Executive Director is not in the building when an emergency or disaster occurs, the staff should contact the Executive Director immediately. The Executive Director is empowered by the Board of Trustees to address imminent dangers or threats to the Library's facility, materials, staff, or community and will convene the Disaster Recovery Team as soon as it is safe and reasonable to do so.

The assumption should never be made that a situation is a drill or a false alarm.

Disaster Recovery Manual

The Library maintains a publically available Disaster Recovery Manual, which serves as a guideline for all staff to follow in the event of an emergency. The manual serves to ensure that consistent procedures are followed to best provide safety and security for all Library patrons and staff. The manual cannot cover all situations and circumstances but should be used as a guide whenever possible.
