

OPERATIONS

Emergency & Disaster Policy

STATEMENT: The Red Jacket Community Library (RJCL) has adopted this Emergency & Disaster Plan 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.

PURPOSE: The primary goals of RJCL's Emergency & Disaster Plan 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 Plan is designed to preserve the continuity of core library resources and services as best as possible, minimize economic loss, and achieve recovery.

PROCEDURE

A. ADMINISTRATION

1. The Disaster Recovery Team, led by the Library Director, administers the Emergency & Disaster Plan. This includes activating the plan, establishing an internal communications network, and coordinating all recovery activities. If, for any reason, the Library Director is unable or unavailable to lead the team, administrative authority shall be passed to Board President and Facilities Committee Chair.
2. The Disaster Recovery Team will include the Library Director, the Board President and Facilities Committee Chair.
 - The Board President may choose to appoint another trustee to serve in their stead, if appropriate.

B. RISK ASSESSMENT

1. Risk Assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Library Director, Facilities Committee Chair, 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.
2. Activities include:
 - Recommend updates to the Library's Emergency & Disaster Plan
 - Identify possible hazards
 - Analyze strengths, weaknesses, and vulnerabilities of the library's ability to handle emergencies and disasters
 - Engage in preventive building maintenance
 - Inventory collections, equipment, furniture, electronics, and supplies
 - Implement thorough cleaning and disinfecting procedures
 - Implement consistent opening and closing procedures
 - Provide regular employee training on key locations of building turn offs and items listed below.

3. Parts of the Risk Assessment activities may include consultation with the insurance agent, OWWL Library System staff, and other local experts and stakeholders.

C. STAFF TRAINING

1. Regular staff training may help reduce the risk of an emergency or disaster. Training prepares staff to safely and appropriately respond to an emergency or disaster to minimize damage or injury should an emergency or disaster occur.
2. This will include an annual review of this Emergency & Disaster Plan for all staff.
3. Employee training will also include, but is not limited to, the following topics:
 - CPR and First Aid
 - Drills, including fire, active shooter, and lock down
4. The Library Director or President of the RJCL Board of Trustees will be offered expanded training during an emergency.

D. RESPONSE & RECONSTRUCTION

1. In general, the Library 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 detail as possible. Use the Incident Report Form.
 - 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 Recovery 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 Library 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

E. TYPES OF EMERGENCIES & DISASTERS

1. This Emergency & Disaster Plan was made with the health and safety of the Library staff and community as the top priority.
2. If the Library Director is not reachable when an emergency or disaster occurs, the staff should contact the Programming Team Lead, or a person designated by the Director, immediately.
3. The Library 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.
4. The assumption should never be made that a situation is a drill or a false alarm.

J. Disaster Recovery Manual & Kit

1. The Library maintains a publically available Disaster Recovery Kit, which includes: a first aid kit, the Emergency & Disaster Plan, the Disaster Recovery Manual, and the Hours and Emergency Closings Policy are available at the circulation desk and in the staff workroom, which serves as a guideline for all employees to follow in the event of an emergency. The kit serves to ensure that consistent procedures are followed to best provide safety and security for all Library patrons and employees. The manual cannot cover all situations and circumstances but should be used as a guide whenever possible.

K. ONGOING USE EVALUATION

1. The Emergency & Disaster Plan will be evaluated yearly and updated as needed.
2. Questions or concerns regarding RJCL's Emergency & Disaster Plan should be directed to the Library Director.

Revision History	
11/2021	Annual review and approval with minor edits
01/2023	Annual review and approval, removing information referring to the school, minor edits to contact information
05/2024	Annual Review

07/2025	Removed procedural information from the policy to create a Disaster Recovery Plan
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