



## Emergency Closing Policy

### 1. Purpose

The Geneva Public Library (“the Library”) has adopted the following policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the Library’s employees, community members, facilities, or materials.

The primary goals of this policy are to establish:

- The types of emergencies which may cause the Library to close or suspend services;
- The power of the Executive Director to close the Library due to an imminent or immediate emergency;
- If the Library’s [Emergency & Disaster Plan](#) needs to be implemented.

The Library will make every effort to maintain regular operating hours in accordance with Minimum Standards for New York’s Public and Association Libraries. However, at times, the Library may have to close, shorten hours, cancel programs, or cancel or restrict services due to emergency conditions.

### 2. Administration

The Executive Director is empowered by the Board of Trustees (“the Board”) to address emergency conditions and may close the Library for up to 72 hours. For closures lasting beyond 72 hours, the Executive Director will consult with the Board President to determine the Library’s course of action, including the implementation of the Emergency & Disaster Plan.

If the Executive Director is not in the building when an emergency or disaster occurs, employees should immediately contact the appropriate emergency agencies and then contact the Executive Director. If, for any reason, the Executive Director is unavailable, the administrative authority shall be passed to a supervisor.

### **3. Types of Emergencies**

The decision to close the Library will be made with the health and safety of the Library employees and patrons as the top priority. The following emergency situations may call for closure of the Library:

- Severe weather events;
- Local or regional declaration of a State of Emergency;
- Pests, bugs, or infestation;
- Loss of critical utilities;
- Gas leak or suspected gas leak;
- Water damage or flood;
- Fire;
- Hazardous spill;
- Bomb threat;
- Active shooter;
- Lockdown/Shelter In Place;
- Pandemic, serious illness, or public health crisis;
- Other emergencies that cannot be planned for.

The Executive Director will handle such situations in accordance with this policy and the Emergency & Disaster Plan and will coordinate response efforts with the Disaster Response Team in the best interests of the Library facility, employees, and community.

### **4. Communication**

All unscheduled closings will be reported to 1180WHAM and their partners at Clear Channel Rochester Radio via an online automated system. Closings will also be reported on the Library's website, social media outlets, and door signage.

**Adopted by the Board of Trustees:** May 29, 2020, 8/31/2022, 8/30/2023, 8/28/24

**Reviewed by the Policy Review Committee:** 8/8/2024