



## **Emergency & Disaster Plan**

### **1. Purpose**

The Geneva Public Library (“the Library”) 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 employees, community members, facilities, or materials.

The primary goals of the Library’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.

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

If the Executive Director is not in the building when an emergency or disaster occurs, employees should contact the Executive Director immediately. The Executive Director is empowered by the Board to address imminent dangers or threats to the Library’s facility, materials, employees, 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.

### **2. Administration**

The Disaster Recovery Team, led by the Executive 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 Executive Director is unable or unavailable to lead the team, administrative authority

shall be passed to Library Assistant II - Adult Services & Programming.

The Disaster Recovery Team will include:

- The Executive Director;
- Board of Trustees (“the Board”) President;
- Librarian I - Youth Services Librarian;
- Librarian I - Reference and Technology Librarian;
- Library Assistant II - Adult Services & Programming
- Library Assistant II - Acquisitions;
- Custodian.

### **3. Risk Assessment**

Risk assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Executive Director, Building 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 preventative building maintenance;
- Inventory of 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.

Parts of the risk assessment activities may include consultation with the City of Geneva, the Library’s insurance agent, OWWL Library System (OWWL) employees, and other local experts and stakeholders.

### **4. Employee Training**

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

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

- CPR and First Aid;
- Drills, including fire, active shooter, and lockdown;
- Formal response and recovery workshops, including:
  - Handling wet and damaged collections;
  - Workplace health and safety;
  - Proper use of protective clothing and equipment;
  - Exposure to hazardous materials/mold.
  - Exposure to an insect or other infestation
- Departmental cross-training;
- Mental health

All employees should be included in training activities.

## **5. 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 Library employees and the community.

- Address emergency or imminent danger to the Library's facility, materials, employees, or community.
- Notify appropriate personnel.
- Assess the extent of the damage.
- Document in detail.
  - Complete the incident report with as much witness detail as possible.
  - Take inventory of materials, items, supplies, or equipment.
  - Take pictures of damaged 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 the Disaster Recovery Team, Library employees, and/or volunteers.
  - Determine a command post or temporary work site if the Library building 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 their designee will be the spokesperson for the Library.
  - Keep messaging transparent and consistent.
  - Communicate across all channels which may include:
    - Traditional news press (print and TV).
    - Social media.
    - Library website.
    - Library's incoming call greeting message.
- Recovery.
  - Plan for:
    - Limited services or service points.
    - Limited hours of operation.
    - Virtual programming and services.
    - Reduced staffing.
  - Plan for reopening/full resumption of services.
  - Draft/amend related procedures.
  - Amend/adopt related policies.

## **6. Disaster Recovery Manual**

The Library maintains a Disaster Recovery Manual, available at all information desks, which serves as a guideline for all employees to follow in the event of an emergency. The manual ensures 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.

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