

Adopted by the Board of Trustees: 5/2020
Revised and Approved: 9/2023

Emergency Closing Policy

PURPOSE

The Long Beach Public Library (LBPL) has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the Library's facilities, materials, staff, or community members.

The primary goals of LBPL's Emergency Closing Policy are to establish:

- The types of emergencies which may cause the Library to close or suspend services
- The power of the Director, or designee, 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, or cancel programs due to emergency conditions.

ADMINISTRATION

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

If the Director is not in the building when an emergency or disaster occurs, the Assistant Director should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director and Assistant Director are unavailable, administrative authority shall be passed to the Librarian III, and thereafter as provided in the labor agreement.

TYPES OF EMERGENCIES

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

- Severe weather events
- Federal, state, regional or local declaration of a State of Emergency
- Pest or bug infestation
- Loss of critical utilities
- Gas leak or suspected gas leak
- Water Damage or Flood
- Fire

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- Hazardous spill
- Bomb threat
- Active shooter
- Lockdown/Shelter In Place
- Epidemic, pandemic, serious illness, or public health crisis

Other emergencies may occur that cannot be planned for or foreseen. The Director will handle such conditions in accordance with this policy and the Library's Emergency & Disaster Plan and will coordinate response efforts with the Board, key personnel, the Long Beach School District (as appropriate) and appropriate emergency agencies in the best interests of the Library facility, staff, and community.

COMMUNICATION

All Library closures will be communicated to the public via local news and on the Library's website, social media accounts, and outgoing voicemail message. The staff will be notified of Library closures by the Director or designee of the Director via email and text messaging. Phone calls to select staff will be made as appropriate.

PERSONNEL

In accordance with the Collective Bargaining Agreement (CBA), if the Library is closed due to emergency conditions, Department Heads, Assistant Department Heads, Librarians and all other full-time staff are designated as essential and shall work remotely during a building closure regardless of length to continue and expand virtual services for the length of the closure. All essential staff authorized to work from home will keep detailed work logs or timesheets as appropriate to their role.

Pay for all other ("non-essential") staff will be handled in accordance with the CBA. If a closure lasts beyond three (3) consecutive days or twelve (12) consecutive days (as outlined in the CBA), the Library shall make best efforts to find remote work or on-site work for all non-essential employees. To make those best efforts for as many non-essential staff to work in an emergency closure, in order of seniority, ability, and adaptability non-essential staff shall be assigned work by the Library and the tasks and projects assigned may be outside of an employee's job description. Schedules may be adjusted.

ONGOING USE & EVALUATION

The Emergency Closing Policy will be evaluated yearly at the Board of Trustees Annual Business Meeting and updated as needed. Questions or concerns regarding LBPL's Emergency Closing Policy should be brought to the Director.